

**Roanoke County
Parks, Recreation, & Tourism Department
Community Use Manual
For Sports Organizations
And Community Users**

Revised June 18, 2002
Adopted August 2002

Purpose

Roanoke County Parks, Recreation, & Tourism encourages community use of facilities for the recreational pursuits of its residents, businesses, and organizations. The purpose of this manual is to provide the Roanoke County community and staff with uniform administration of the process and equitable treatment of our customers.

The Department is committed to providing assistance and reasonable accommodations for qualified individuals with disabilities to access services and programs offered by the department. In accordance with the Americans with Disabilities Act, Roanoke County Parks, Recreation, and Tourism shall ensure that services, programs, benefits and activities of the agency are accessible to qualified individuals with disabilities and that no individual, regardless of their disabilities, shall be discriminated against in the pursuit and enjoyment of services offered.

Also, in accordance with the Americans with Disabilities Act, Roanoke County Parks, Recreation, and Tourism shall not allow community use of facilities by individuals, businesses, or organizations that discriminate against individuals with disabilities. Therefore, individuals using Roanoke County Parks, Recreation, & Tourism Department property shall make every reasonable effort to provide adaptations and accommodations for qualified individuals with disabilities.

I. Policy

The use of athletic facilities, park pavilions, open space, and recreation centers will be encouraged for activities contributing to the development of individuals through skill development, social interaction and wholesome fun. These facilities will generally be made available to the community and athletic organizations outside regularly scheduled activities or commitments of Roanoke County Parks, Recreation, and Tourism. The person(s) designated under Section II Authority must specifically approve the use of facilities by commercial organizations, sanctioned teams/groups, and non-sanctioned or organized teams/groups. Use of facilities by commercial organizations or by private individuals for the sole purpose of advertising or exhibiting of commercial products or services is prohibited except as specifically authorized in other provisions of this manual. Use of facilities by any organization will comply with Federal, State and County laws and regulations including licensing requirements.

II. Authority

In accordance with the April 25, 1989, Public Park Use Ordinance of the County of Roanoke, Ordinance # 42589-8, Chapter 15, Roanoke County Parks, Recreation, & Tourism has the authority to regulate the uses, procedures, and associated fees for the public use of all lands and facilities under its control.

A. The Assistant Director of Parks or his designee is authorized to grant approval and to schedule the use of athletic fields, picnic pavilions, open space, the Equestrian Center and other park amenities in accordance with the policies found within this manual. Such use will be approved through the provision of Park Special Use permits, picnic pavilion reservations, and Equestrian Center membership.

B. The Manager of Athletics is authorized to grant approval for the use of parks and school sports facilities, after coordination with the Roanoke County Parks Division and the Roanoke County Schools Administration, for Parks, Recreation, and Tourism sanctioned and sponsored sport league practice, games, and tournaments. Facility use will be administered through an approved Athletic Field or Facility Permit.

C. The Coordinator of Special Events and Tourism is authorized to negotiate with individuals, businesses, and organizations for the development and implementation of major special events in County parks, centers, and school facilities. Facility use will be through the approved Special Use Permit, Contract, Memorandum of Understanding, or Co-Sponsorship. Events will be categorized and prioritized as follows:

1. County Sponsored
2. County Co-sponsored and Sanctioned Groups or Organizations
3. Rentals
4. Community Non Profit Organizations and Agencies
5. Commercial For Profit

D. Center Managers at the Brambleton Center, Craig Center, Walrond Senior Center, Catawba Community Center, and Camp Roanoke are authorized to grant approval for the rental use and scheduling of those facilities. Facility use will be through the approved Facility Use Permit. Recreation Centers may be rented on a per event basis. Re-occurring rentals will be reviewed on a per case basis. Requests for rentals shall be received at least 10 working days in advance. It is recommended that the request be received 30 days prior to the date.

E. The Department will coordinate and organize various sporting groups, events, instructional programs, and activities when sufficient interest has been expressed and resources are available to provide quality experiences for participants. Staff will solicit community feedback on issues relative to the service needed to carry out these programs and services.

F. Roanoke County Schools may use Parks and Recreation outdoor facilities for educational programs and intramural or scholastic sports. Such usage shall be processed through the Assistant Director of Parks on a special use application a minimum of two weeks in advance for one-time or short-term use and a minimum of 60 days in advance for seasonal programs. Roanoke County Parks, Recreation, and Tourism shall provide a special use permit for approved applications.

G. No facilities may be used by any organized group, non-sanctioned sports team, or organization without an approved permit issued by the Department of Parks and Recreation. No permits will be issued until Roanoke County Parks, Recreation, and Tourism has received all associated fees.

III. Permissible Activities

Approved community activities may include, but are not limited to, recreational games, practices, picnics, instructional programs, tournaments, festivals, clinics or concerts. Activities which do not fall into the above mentioned categories and appear to be of questionable motive will be referred to the Director of Parks and Recreation for review and decision.

IV. Athletic Program Sanctioning

Roanoke County Parks, Recreation, and Tourism sanctions community organizations to provide Roanoke County sponsored youth and adult athletic leagues. These organizations are authorized to provide team sports for Roanoke County citizens in partnership with Parks, Recreation, and Tourism. The first step to request sanctioning is to meet with the Director of the department to discuss the scope of the request. Currently, the department has eleven sanctioned youth recreation clubs that provide team sports in baseball, softball, football, soccer, basketball, and cheerleading.

Roanoke County Parks, Recreation, & Tourism shall not sanction or approve the use of County resources or facilities by clubs or organizations, which will duplicate existing services already being provided by the Department, area recreation clubs, or the community. If a request is denied appeals shall be submitted to the Roanoke County Parks and Recreation Advisory Commission.

In order for an athletic program to be sanctioned by Roanoke County it must meet the sanctioning requirements listed below. To be considered for sanctioning, organizations must schedule a meeting with the Director of Parks, Recreation and Tourism to review the request. After the review they must apply in writing to the Director of Roanoke County Parks, Recreation, and Tourism at least twelve weeks prior to the programs proposed starting date. The request shall include a complete description of the proposed program, number of participants anticipated, the number and type of facilities requested, the cost, and how the program will be funded.

The request shall include a copy of the organization's bylaws, current officer list, and a certificate for \$1,000,000 of general liability insurance listing the County of Roanoke as additionally insured, and a certificate indicating that the club has Boards and Directors Insurance to cover the actions of their board of directors, coaches, volunteers, and officers. Clubs will be notified in writing if the request is approved.

If a sanctioned organization declines to acquire general liability insurance, they may use Roanoke County facility/facilities at their own risk. In addition, the organization's President will be required to sign a statement that the organization knowingly declines to acquire insurance and that the organization shall defend and

hold Roanoke County harmless from any and all liability for damages or personal injuries. This statement shall be signed before any facility use permits are issued.

V. Requirements For Sanctioned Organizations

A. Facility Use Permits:

Sanctioned programs must obtain facility use permits for teams during the authorized sport season, all sanctioned clubs shall submit team rosters, practice schedules, and game schedules to the Athletics Section. Roanoke County does not sanction end-of-season tournaments or out-of-season leagues. However, non-sanctioned usage of a facility may be obtained by applying for a special use permit and paying associated fees.

B. Player Eligibility and Boundary Lines:

- Residency - Players on youth athletic teams sanctioned by Roanoke County shall be Roanoke County residents or attend a Roanoke County Public School. However, non-county residents attending Roanoke County Public Schools are not eligible to participate if the recreation club's sanctioning organization or bylaws prohibit such participation.
- The official address of the child is the home where the child resides or the home of the legal guardian of the child.
- Boundaries- Players must be residents of the geographic area established for each sanctioned recreation club and must play with the club or program where they legally reside. Non-County residents, attending County Schools, shall play in the Recreation Club program that serves children of that school or area and will be required to stay with the first recreation club they play in.
- A child may participate in only one Parks and Recreation Department sanctioned youth sports team program per season.
- Player Eligibility and Aging-out Policy Change: Participants and siblings, who move out the County or boundary during a season of play, may continue to play on that team for that season only. They will then need to sign up with the locality in which they reside. However, those players currently registered on teams prior to adoption of this policy will be allowed to age-out with the club. Their siblings may not age-out under this grandfather clause and will need to register with the program serving their residence. All non-county players will be required to purchase a non-resident participation pass

annually through the Parks, Recreation, and Tourism Department to continue to play under the aging out policy.

- Non-County Children Attending County Schools: Non-county residents, attending Roanoke County Public Schools, may play in Roanoke County sanctioned sports in the recreation club program that serves children of that school or area. They will be required to stay with the first recreation club they play in and must purchase a non-resident participation pass annually through the Parks, Recreation, and Tourism Department to play on Roanoke County teams.
- There will be open registration for adult athletic teams; however, if resources become limited, priority will be given to Roanoke County residents and County-based industrial teams.
- The Director of Parks and Recreation may negotiate agreements with private schools located in Roanoke County to develop partnerships that benefit Roanoke County athletic programs and or provide facilities, in return for participation of non-resident students of private schools.
- All leagues or teams must play within the Recreation Club boundaries established by the Roanoke County Parks, Recreation, & Tourism Department.
- Recreation club boundaries are listed in the appendix and are based on the school residency boundaries established for elementary schools. Some sanctioning organizations may base boundaries on geographic regions, however, they cannot exceed the established Roanoke County boundary and eligibility policies. The Parks Recreation and Tourism Department shall approve any deviation from established boundaries.
- **Boundary Line Exceptions -**
 1. If a club does not sponsor a specific sport, the player may be released by the home club to sign up for that specific sport with another club in the County. However, the players will be required to return to their home club for sports that are offered. Major, minor or A, and B Leagues in the same sport are not considered separate sports.
 2. If a child living in another Roanoke County club boundary played in a specific sport sponsored by that club the previous season, the

child may stay in that club for that specific sport or have the choice of moving back into the home club. If the child goes back into his home club to play that specific sport, they must stay there until they age out of the recreation program or change residency. If the child chooses to stay with the out-of-boundary club for a specific sport, they must stay in that club until they age out of that sport, unless they skip a year or change residency.

3. If the child skips a year they must go back into the proper geographic boundary.
 4. Clubs cannot recruit players outside of their boundary.
 5. If the home club does not have enough players to form a team, those players who have registered with their home club will be released by the club coordinator to participate with another Roanoke County Recreation Club. The child must have registered in the home club program first before they can be released to play in another club.
 6. Requests for exceptions to the boundary policy shall be submitted in writing 30 days in advance to the Manager of Athletics. All exceptions will be presented to the Youth Athletic President's Council for a determination.
 7. If a club does not sponsor a specific sport, the player may be released by the home club to sign up for that specific sport with another club in the County. However, the players will be required to return to their home club for sports that are offered. Major, Minor, or A and B Leagues in the same sport are not considered separate sports.
- **Youth League rosters** shall be submitted annually at least one week prior to the teams first practice session, and shall include names, addresses, phone number, date of birth of participants, and the school they attend. The roster shall also include the full name, home address, and telephone number of the coach. Clubs and organizations are responsible for verifying residency and eligibility of participants on the rosters before submitting the rosters to Roanoke County Parks, Recreation, and Tourism. Players may be added to the roster up to the first day of the season or until teams are full.

- **Adult league rosters** shall include the name, address and phone number of all players. Upon submission of the roster a game schedule will be provided. The roster shall also include the name, address, and phone number of the coach or team captain and the sponsor of the team if they have one. Teams may change the roster up to the fourth game.
- **Participant Responsibility for Sports Participation** - A member of a recreation club or team may participate with an organized scholastic team in the same sport, which is independent of the Recreation Department's control; however, this participation shall not conflict with the scheduled activity of the recreation squad or team such as not participating in scheduled practices and/or games.
- **Eligibility Ages** - The eligibility age for participation in youth sports shall be a minimum of 6 years of age and a maximum of 18. Basketball minimum age is 7. The cut-off date to establish the age of the child is October 1. Roanoke County will honor an alternate cut-off date established by the sports sanctioning organizations if that date does not expand the age brackets or increase the age eligibility established by Roanoke County Parks, Recreation, & Tourism. The request for an exception shall be made in writing to the Department of Parks and Recreation 30 days prior to the sign-ups for that sport.
- **All Play Rule** - Roanoke County requires sanctioned organizations to follow the all-play rule published in the rules and regulations for each sport. Penalties for not complying will also be stated in the rules.

C. Meetings: A club representative shall attend a monthly meeting of the Presidents Council and other meetings as needed to coordinate the program with Roanoke County Parks, Recreation, & Tourism.

D. Sport Rules and Regulations: Clubs must abide by Roanoke County Parks, Recreation, & Tourism Department sport rules and regulations.

E. Interlocking with non-county Teams: Teams formed from residents outside the boundaries of Roanoke County may interlock with Roanoke County leagues under the following conditions:

- If interlocking does not increase or impact facility or resource capacity.
- The request must be received at least two months before the season starts. Upon approval, that locality shall provide a home field in their jurisdiction for 50% of their scheduled games for alternating play for

home and away games. They shall cover all the costs of sports officials, lighting, and supervision for their home games.

- The team organizer must sign a hold harmless agreement and release Roanoke County from all liability for their participation.
- We reserve the right to deny interlocking if it is determined that it is not in the best interests of Roanoke County Parks, Recreation, & Tourism's programs and participants.

F. Policies and Procedures: Sanctioned Recreation programs shall comply with all policies and procedures outlined in the Community Use Manual.

G. Sub-leasing: No organization may sponsor or sub-lease to any other organization for the purpose of altering the classification or fee schedule of such other organization.

H. Service Levels: Clubs shall request permission from Roanoke County Parks, Recreation, and Tourism in writing at least 12 weeks in advance of the season to change service levels of the leagues, the club's organizational status, or increase services which have an impact on Roanoke County Parks, Recreation, and Tourism's facilities and budget. If approved the club would be responsible for all operational expenses until such time as funding is received in the general fund budget. Roanoke County is not responsible for costs associated with unapproved changes.

I. Sanction Renewal: Each year by March 1 clubs and organizations shall present documentation verifying that their status or purpose has not changed from that given originally to obtain sanctioning. They shall provide copies of any documents that have changed, such as bylaws, constitution, certificates of insurance, and officers.

J. Park Sign Standards: The purpose of this policy is to define standards that allow Roanoke County approved and sanctioned recreation clubs the opportunity to erect sponsorship banners or advertising signboards in public parks without impacting park aesthetics or visitations by the general public. The guidelines are as follows:

- Recreation Clubs shall obtain all appropriate approval(s) and/or permit(s) and meet the established standards as required by the Roanoke County Park Ordinance and Roanoke County Planning and Zoning Sign Ordinance prior to any public display or advertising on Roanoke County property. Request for signage by recreation clubs on

School board owned property would have to have approval by the Roanoke County School Board and Parks and Recreation.

- Signboards or banners displayed in public parks should be located so as not to create a visual impact, or distract or interfere with the visit by a general park user, participant, or spectator. Signs or banners must be confined and orientated to the area of use by the recreation club.
- No permanent structure can be erected in a park for the purposes of supporting advertising signboards or banners.
- Revenue generated from the sale of signboards or banners shall be used to make facility or program enhancements.
- Signboards erected on a field must be the same size and cannot exceed 4' by 8'. Banners placed on dugouts cannot exceed 4' by 8'.
- The bottom of a sign must be located a minimum of 8 inches off the ground and cannot extend over the top rail.
- The message and graphics must be done professionally and be maintained in a neat and clean manner throughout the year.
- The backs of signs must be painted one color, either dark green or brown.
- Attaching bolts, screws, etc. must not protrude so as to create a physical hazard.
- Signboards must be spaced evenly across the fence to create a uniform pattern.
- Signboards placed on ballfields are restricted to the outfield fence and must face inside the ballfield.
- Scoreboards not serviced or maintained by the Parks, Recreation, and Tourism Department. The Director of the Parks, Recreation, and Tourism Department must approve all scoreboard advertising in advance. If approved, the advertising agreement will be limited to five years or less.

- Damage to public property, fences, etc. that is caused by sign installation, removal, flooding, etc. shall be the responsibility of the sponsoring recreation club.

VI. Community Use of Facilities

A. **Public Park and Recreation Facilities:** (listed in priority order):

1. Roanoke County Parks, Recreation, & Tourism Department scheduled activities, programs, and services.
2. Sanctioned recreation clubs will have priority within their approved season for athletic facilities for league play and practices only.
3. Roanoke County General Government scheduled meetings, functions, services, and programs.
4. Roanoke County Schools.
5. Rentals, reservations, and special use requests by individuals, non-sanctioned teams or organizations, businesses, and groups.

B. **Roanoke County Public School Facilities:** Authorization and priority for recreational use of school facilities is governed by the Roanoke County School Board cooperative agreement which is outlined in the Roanoke County Public Schools Policy Manual, Section 8.1.2, Guidelines Governing the Use of Roanoke County School Buildings and Grounds by the Roanoke County Parks, Recreation, and Tourism.

C. **Athletic facilities built and maintained by Roanoke County Parks, Recreation, & Tourism on Roanoke County School Board** property must be reserved through the Roanoke County Parks, Recreation, & Tourism Department's special use process and are subject to all policies and fees within this manual.

D. **Athletic Facilities:** (listed in priority order)

1. First priority in facility allocation will be given to the following sanctioned sports and seasons:
 - Sanctioned youth baseball/softball in the spring, April 1 through July 7 on Mondays through 3:00 pm on Sundays;
 - Sanctioned youth football/soccer in the fall, August 1 through November 15
 - Gymnasium space in the schools will be given to sanctioned youth basketball in the winter, November through February.

- Roanoke County Public School use of park athletic fields will be allowed up until 5:30 p.m. during weekdays. School use after 5:30 p.m. and on weekends must be approved by a separate Special Use Permit and coordinated through the Parks, Recreation, and Tourism Department at least 2 months prior to scheduled use of the facility.
 - Sanctioned adult slow-pitch softball in the spring, summer and fall at Burton Fields, Whispering Pines #1 field, and Mt. Pleasant #1 field;
 - Sanctioned adult football in the fall on the Veteran's Administration and Hospital field (to be negotiated annually with the V.A.).
 - Gymnasium space in the schools will be given to sanctioned adult basketball in the fall at RCCC School.
 - Any athletic facility not scheduled for sanctioned youth leagues shall be made available to sanctioned adult leagues for games and practices.
2. **Co-sponsored Adult Athletic Sports Tournaments:** Organizations requesting the use of park athletic facilities for adult athletic team tournaments must submit a written request to the Manager of Athletics by February 28 of each year. Upon review and approval of the schedule, an Athletic Facility Special Use Permit shall be executed between the department and the organization for the facilities. A per team fee will be assessed, which shall be submitted within five days after the completion of the tournament. All other requests will be addressed through the normal special use permit process.
 3. **Public use of athletic fields by the non-sanctioned organized teams,** groups, or organizations will be permitted for on a space available basis. Approval is contingent on resources, ground conditions, and scope of request. Approved requests will be assessed a fee. All reservations are on a first-come first-serve basis.
 4. **Premier athletic facilities,** as identified by RCPRT, will not be available for games or practices by non-sanctioned groups, teams, or organizations, unless an approved partnership agreement is reached with Roanoke County.

5. **Facility Use Permits For Non-Sanctioned Use:** Non-sanctioned teams, individuals, groups, businesses, or organizations must submit a special use application to the Assistant Director of Parks at least 30 working days prior to the date of use for multiple dates and no less than 10 working days prior for occasional use. Public use of facilities will be permitted on a space available basis on non-premier facilities. Approval is contingent on sanctioned club schedules, resources, ground conditions, and scope of request. Approved requests will be assessed a fee. All reservations are on a first-come first-serve basis.

VII. Facility Use Permit Process:

A. All Organized use of Roanoke County facilities requires a permit.

- **Sanctioned athletic clubs** must submit a completed pre-season request and attend the pre-season and post-season meetings with representatives from Roanoke County Parks, Recreation, and Tourism to plan and evaluate each season. It is the responsibility of the sanctioned recreation club to communicate and coordinate facility needs with Roanoke County Parks, Recreation, and Tourism prior to each season. This includes the number and sizes of facilities based on the anticipated number of teams, divisions, and leagues that will be playing. This should be done no less than 60 working days prior to the date of use for seasonal team scheduling and no less than 10 working days for occasional use. Standard requests will be reviewed and approved by the Manager of Athletics and the Assistant Director of Parks.
- **Non-sanctioned teams, individuals, groups, businesses, or organizations** must submit a special use application to the Assistant Director of Parks at least 30 working days prior to the date of use for multiple dates and no less than 10 working days prior for occasional use. Use of facilities will be permitted on a space available basis. Approval is contingent on sanctioned club schedules, resources, field conditions, and scope of request. Approved requests will be assessed a fee. All reservations are on a first-come first-serve basis.
- **Premier Athletic Facilities, as identified by Roanoke County Parks, Recreation, & Tourism:** will not be available for practices or games by non-sanctioned groups, teams, or organizations, unless an approved partnership agreement is reached with Roanoke County. However, premier facilities will be available for

tournaments deemed to have significant community economic development impact.

B. **Upon approval of the application**, the user will be issued a special use permit for the specific facilities scheduled for their leagues and/or teams. If a fee has been assessed the permit will be issued upon receipt of payment or upon agreement on terms of payment. All permit holders agree to abide by the rules and special conditions established for the use of facilities. Failure to do so can result in denial of future permits. It is the expectation of Roanoke County Parks, Recreation, and Tourism that Recreation Clubs and other users enforce and hold users accountable for the use of facilities. The permittee is responsible for the actions of the participants, teams, coaches, spectators, etc. using the facility under this permit, and is responsible for restitution for damages caused by such use.

C. No facility may be considered reserved until the application has been processed and a special use permit granted.

D. No group or individual, including permit holders, are allowed to alter the facility or field in any way, remove or change pitching rubbers, bases, fences, goals etc. without written approval from Roanoke County Parks, Recreation, and Tourism. Soft toss against fences is prohibited.

VIII. Fee/Charges

A. **Sanctioned youth athletic teams** or recreation clubs will not be charged a participation fee by the Roanoke County Parks, Recreation, & Tourism Department for participation in league play. However, area recreation clubs may charge a participant registration fee to recover their costs for the program. Roanoke County will charge the area recreation club the direct cost for any special request above routine or standard maintenance or services provided by Roanoke County Parks, Recreation, and Tourism.

B. **Sanctioned adult athletic teams** will pay a participation fee, established by Roanoke County Parks, Recreation, and Tourism. All fees are to be submitted with a team roster. Each team will then be provided with a schedule for their practices and games. This schedule serves as the permit authorizing them to use the facility.

- C. **Non-sanctioned Youth and Adult athletic tournaments** *(This policy is currently under review and will be updated)* sponsored by individuals or organizations on County facilities shall be allowed on a space available basis. The organization shall submit a tournament or special use application to the Assistant Director of Parks. Approved tournaments will be assessed a per

team fee plus the direct cost of the function or a fee per field, per day plus the direct cost per field to be determined annually, whichever is greater. The organization must also provide a certificate of liability insurance coverage in the amount of \$1,000,000, naming the County of Roanoke County Board of Supervisors additionally insured. Concession and vendor operations at tournaments are not included in the rental fees. These must be approved separately and will be required to pay the Roanoke County Parks, Recreation, & Tourism Department's established vendor/concession fee. See the Section XVI-G.

D. **Community center rooms** may be rented for meetings, events, parties, reunions, etc. Various size and types of rooms are available to organizations, businesses, and individuals. An application for Rental Use may be obtained at the facility.

E. **Green Hill Park Equestrian Center** daily or annual memberships are available. An application for membership may be obtained at Roanoke County Parks, Recreation, and Tourism Administrative Office. The annual membership fee must be submitted with the completed application and signed waiver of liability. Upon receipt the Department will issue a permit and a combination to the gate lock. The lock is changed annually.

F. **Non-sanctioned Groups, Teams, and All Other Users** of County Park facilities may be requested on a Special Use Application obtained through the Administrative Office. This application is submitted to the Assistant Director of Parks for processing. Rental fees and direct cost of the Department are assessed to the user. Upon approval and payment of fees a Special Use Permit is issued to the user.

G. **Facility Partnerships:** In kind services, small field improvements, and programs etc. will be considered in lieu of fees. Value of services or improvements offered must be comparable to dollar value of field time requested. Partnership proposals involving a significant capital improvement will be dealt with on a separate case-by-case basis. Proposals should be submitted to the Assistant Director of Parks and Recreation and Tourism well in advance of desired use.

H. **Picnic Pavilions** may be reserved as outlined in section XVII.

I. **Use of Roanoke County Property for Profit:** Groups or individuals who request the use of park property for a profit-making concession, program, or event shall make their request in writing to the Tourism and Event Coordinator of the Department of Parks and Recreation. The fee for such use shall be negotiated according to scope, direct cost if any, and type of event.

IX. Sanctioned Sports Facility Scheduling and Standards for Usage

The following guidelines are not meant to limit participation, but simply establish the basic level of service the County will strive to provide to sanctioned clubs, groups, teams, and programs.

A. **Sport Seasons**: Roanoke County sanctions the following sports to play in the following seasons only. Any out of season use must be approved through the Special Use Permit process. Out of season sports instructional programs shall be limited to 6 weeks. Approval is contingent upon proposed program, field conditions, scope, and type of request. Use is subject to fees as established in section VXIII-F. (Schedules are subject to change due to inclement weather and maintenance schedules.)

Sport	Season	Dates
Youth Baseball/Softball	Spring/Summer	1st week in April through July, Mondays through 3:00 pm on Sundays.
Adult Softball	Spring/Summer	1st week in May through July
Youth Soccer	Fall	1st week in August through 3rd week in November
Youth Football	Fall	1st week in August through 3rd week in November
Adult Fall Softball	Fall	1st week in August through 4th week in October
Adult Basketball	Fall	1st week in October through the end of November
Youth Cheerleading	Fall/Winter	Coincides with youth football, soccer & basketball
Adult Touch Football	Fall	4th week of August through the end of November
Youth Basketball	Winter	Mid-November through 3rd week in March

B. Participant Ratios: Team rosters shall be within the following ranges or established numbers:

Baseball	12-15 per team
Cheerleading	6 per team minimum
Flag football (adult)	15 per team
Football (youth)	16-32 per team
Soccer (9 yrs & up)	12-22 per team
Soccer (8 & under instructional).....	7-10 per team
Softball (youth)	12-15 per team
Softball (adult)	20 per team
Basketball (adults)	15 per team
Basketball (youth).....	10-12 per team

C. Practice and game slot allocations: In some cases the recreation clubs are responsible for the development of practice and game schedules. In order to provide for maximum flexibility and to ensure the most efficient use of facilities the clubs are authorized to assign facilities in a manner that best meets the needs of their program. However, each club must ensure that facilities are assigned in a fair and equitable manner and that schedules are developed that protect the welfare and health of the children. Games and practices should end by 10:00 p.m. on school nights and no more than three practices/games per team per week may be scheduled while school is in session. The week shall run from Sunday to Saturday.

When disputes occur the Parks, Recreation, and Tourism Department has the ultimate authority to assign fields and settle any and all disputes.

D. Participation Guidelines: For facility planning purposes and as part of the basic level of service to be provided the community for their general tax dollars, Roanoke County has established minimum participation guidelines for youth sports. The following are the recommended minimum participation guidelines:

School Gymnasium Use for Youth Basketball

- Youth, Ages 7 & 8:
 - During practice season - one 1-hour practice slot weekly.
 - During game season - one 1-hour practice slot per week per team and one (1-hr.) game per week.
 - # Of teams per facility for practices - elementary school gyms will handle one team during practice; middle, junior and high school gyms will handle two teams during practice.

- Youth, Ages 9 to 18:
 1. 5-hour practice slots
During practice season - one practice slot per week per team.
During game season - one practice slot per week per team and one (1 hr.) game per week.
Of teams per facility for practices - elementary school gyms will handle one team during practice; middle, junior and high school gyms will handle two teams during practice.

Outdoor Leagues

- Youth Soccer, Ages 6 to 18:
 1. 5-hour practice slots
During practice season - two practice slots per week per team with instructional and division 1 teams practicing with two or more teams per field or designated open space.
During game season - one (1 hr.) game slot per week and one (1-hr.) practice slot per week with instructional and division 1 teams practicing with two or more teams per field
- Youth Football, Ages 6 to 13:

During practice season or after school starts - three 2-hour practice slots per week per team with peewee teams practicing with two or more teams per field or designated open space.
During game season or after school starts - No team shall practice & play more than 3 times per week. Peewee teams shall practice with 2 or more teams per field.
- Youth Baseball/Softball, Ages 6 to 18:
 - 1.5-hour practice slots for ages 8 & under and two hours for all older age groups
During practice season - two slots per team per week
During game season - one practice slot and two (2 hr.) game slots per team per week

E. **Sanctioned Sports Divisions**: Roanoke County Parks, Recreation, & Tourism reserves the right to form divisions as necessary due to the number of teams. These divisions may change from year to year.

F. **Number of scheduled games per team**: The number of games per team will fall within the following ranges depending on the number of teams and facilities available. Roanoke County Parks, Recreation, and Tourism will only pay for officials and provide operational support for the following number of games; however, all financial support is subject to approved budget allocations. If a club needs to exceed the number of games listed below, a

written request shall be submitted to Roanoke County Parks, Recreation, and Tourism no later than 5 days after player sign-ups.

Baseball/softball (youth).....	15-18
Basketball (youth)	10-12
Basketball (adult)	12-16
Football (youth).....	8-10
Soccer (youth)	10-12
Softball (adult)	10
Football (adult).....	10

G. **Scheduling Allowances:** When participation demand exceeds supply and resources, Roanoke County Parks, Recreation, and Tourism will establish a limit on participation by implementing one or more of the following alternatives:

1. Priority will be given to Roanoke County teams.
2. Team sizes shall be increased to necessary levels.
3. Practices and/or games shall be scheduled on Fridays and Sundays as needed.
4. Teams shall share facilities during practices.
5. The sport season shall be lengthened or reduced as needed.
6. The number of games per team shall be reduced.
7. The length and/or the number of practices per team shall be reduced.
8. Reduce the amount of individual time each child will play under the all-play rule.
9. Build more facilities.
10. Limit the number of teams per league or division.
11. Limit the number of participants per club.

- H. **Sanctioned Sports End-of-Season Tournaments:** Roanoke County Parks, Recreation, & Tourism does not sponsor end-of-season youth sports tournaments; however, the department will assist clubs if the club/s choose to do an end of season tournament. The tournament must be held by the official end of the sport season as established by Roanoke County Parks, Recreation, & Tourism. The club will be responsible for direct costs of the department.

I. **Sanctioned Club Concession Operators:** shall abide by the Roanoke County Park Ordinance, the Community Use Manual, Roanoke County Health Department regulations, and any product contracts currently in force between the County of Roanoke and product vendors.

X. Basic Level of Service

The Department will provide the following basic levels of service for facilities:

A. Recreation Division Services (subject to yearly budget allocations):

Services requested above this level can be purchased and will include material and staff costs.

1. Schedule the use of County Park and School fields, gymnasiums, classrooms, and lease properties with the cooperation of representatives of the league or user group.
2. Act as liaison between school administrators and the community for use of school facilities. The Supervisors of Youth and Adult Athletics, Special Events, or other designated Parks and Recreation Department staff shall obtain all requests for school facilities. No citizen or club is authorized to obtain a permit in the name of or on behalf of Roanoke County Parks, Recreation, & Tourism sponsored activities or leagues.
3. Provide maintenance schedules of County Park and School facilities.
4. Issue a permit no later than one week prior to season start-up.
5. Department staff will check facilities periodically to insure groups are participating at the correct location, identifying those areas, which are not being utilized, and assisting the groups scheduled with their day-to-day problems such as field conflicts, parking, etc.
6. Provide each league a copy of the Community Use Manual.
7. Together with the league volunteers, develop seasonal sports league information, rules, programs, and long range planning. Review distribution of facilities and resources at the beginning of each fiscal year to establish service levels for the year.
8. Hire, provide orientation, schedule, and/or contract for and pay the cost of sports officials for basketball, soccer and football; umpires for baseball/softball; and facility supervisors, scorekeepers, and custodians as needed. The Department of Parks and Recreation will establish pay rates and the number of officials to be provided for each game.
9. Purchase and provide scorebooks for the official scorekeepers for basketball and blood borne pathogens clean up kits for gymnasiums.

10. For school facilities used during the regular season of sanctioned play the Recreation Division will handle the following:

- Schedule the facility
- Schedule and pay for building supervision
- Schedule and pay for custodial cleanup

11. Youth Athletic Section staff will develop game schedules for basketball, soccer, and football. Practice schedules for basketball, soccer, and football will be developed by the Recreation Club and submitted to Roanoke County Parks, Recreation, and Tourism for review, approval, and a permit to schedule use of the facilities.

12. Practice and game schedules for baseball and softball will be developed by the Recreation Club and submitted to Roanoke County Parks, Recreation, and Tourism for review, approval, and to secure a permit for facility use.

13. Adult Athletic Section staff will develop game schedules for basketball, football, and softball. Practice schedules will be developed for softball only.

B. Parks Division Services (subject to annual allocations):

The Parks Division will provide the following basic level of maintenance and support service. Services requested above this level can be purchased and will include material and staff costs. Basic maintenance services at outdoor parks include:

1. Baseball/softball fields for regular season play and practice:

- Appropriate seasonal ballfield preparation.
- Mowing of grass at least once per week as needed.
- Infield prep and dragging once weekly in April; twice a week in May and June.
- Trash canister pickup.
- Installation of bases and up to two pitcher's plates per field.
- Maintenance and repair of fencing and backstops for normal wear and tear.
- Outfield markings at least once per week from April through June.
- Infield lines put down each game day.
- Maintenance, repair, and utility costs of field lighting during the standard season.
- Dragging of infields for end-of-season tournaments. No infield lines will be provided.

2. **Soccer/football fields for regular season play and practice:**

- Appropriate seasonal field preparation.
- Mowing of grass at least once per week as needed.
- Trash canister pickup.
- Field marking once per week.
- Maintenance, repair, and utility costs of field lighting during the standard season.
- Standard goals at park sites.

3. **Picnic Pavilions:**

- Mowing of grass at least once per week as needed.
- Trash canister pickup.
- Sweep shelter as needed.
- Maintenance and repair of pavilions, tables, grills, and trash receptacles.
- Restrooms cleaned and serviced daily.

4. **Equestrian Center:**

- New gate lock and combination for members each year.

5. **For School Facilities:** To be negotiated annually with the Roanoke County School Administration.

XI. Cancellations/Use Restrictions

A. **General Restrictions:** In the best interest of public safety and protection of public property, scheduled activities (which include games) may be canceled by the Department or clubs under the following conditions:

1. Fields are too wet or muddy for maintenance and/or safe play.
2. Critical weather conditions.
3. Electrical or mechanical systems not working properly.
4. Emergency or extensive repairs and maintenance problems for new or renovated facilities.
5. Unmanageable groups or adverse team behavior.

6. Areas in parks and schools without installed lighting will be closed to users at sunset.
7. All games or practices must be stopped immediately if there is **any** lightning in the area.
8. In the event of inclement weather, which occurs 45 minutes prior to the start of or during a game, the Recreation Division staff (whenever possible) will decide field or gym cancellations. If staff is not able to make an advance decision, the official or league representative at the site will make the decision. All participants will respect decisions.
9. If a league fails to cancel field use during inclement weather and such use causes extensive field damage, the league will be responsible for any repair costs.

B. Inclement Weather Policy

- **School Facilities:** All Roanoke County Parks, Recreation, & Tourism Department programs held in Roanoke County Schools will be canceled when the Roanoke County Schools close due to inclement weather, under the following conditions:
 1. Monday through Friday - if schools close all Recreation Department activities in the schools are canceled.
 2. Two-hour late opening - if conditions do not worsen through out the day, activities proceed.
 3. Early school closing - all Recreation Department activities in the schools are canceled.
 4. Saturday & Sunday - Recreation Department evaluates conditions and makes decision by 7:30 a.m.
- **Athletic Program Cancellations:** Baseball and softball are called at the field by the club representative or official. All other athletic cancellation announcements for school and park sites will be given between 4:00 and 5:00 p.m. weekdays and between 7:00 and 7:30 a.m. on weekends by the Recreation Division Athletic Section Staff. Call the 540-387-6078 ext. 556 to hear the recorded message. Whenever possible, the message will be updated on weekends with greater frequency. The announcement refers to all sites and locations.
- **Inclement Weather & Lightning While Participating:** In the event adverse weather conditions develop while an activity is in progress and

no representative from Roanoke County Parks, Recreation, and Tourism is present, it is the responsibility of the league representative, coach, teacher, or the scheduled official to determine whether or not conditions that exist will endanger the safety of the participants and whether or not the activity will have a serious adverse effect on field conditions.

If thunder is heard, beware and keep a look out for lightning. If thunder is heard and lightning is seen, all players and spectators shall be moved to a sheltered area or to their cars. Wait at least 20 minutes from the last streak of lightning to resume play or practice.

- **All Other Sites:** Cancellation announcements for all other programs and events held in Roanoke County Parks, Recreation, & Tourism facilities will be on local radio and TV stations. The Department cancellation line will also list all postponements of programs and services. Call 540-387-6078 ext 556. Whenever possible, the message will be updated on weekends with greater frequency. The Brambleton, Craig, and Teen Centers may be open for use by drop-in participants on days when programs are canceled. Please call the centers to confirm before going.

XII. Limitations

- A. Alcoholic Beverages are not permitted in County parks or community centers at any time unless approved by the Roanoke County Board of Supervisors.
- B. Activities must be orderly and lawful, not of a nature to incite others to disorder, nor of an unbecoming or immoral disposition.
- C. Activities must not be restricted by reason of race, disability, religion, sex, creed, or national origin.
- D. Use is restricted to areas and times assigned on the approved permit.
- E. Parking of vehicles is confined to approved parking areas.
- F. No seasonal and /or permanent signs, banners, pennants or the like may be placed in or on public facilities without Department approval.
- G. Use of tobacco products and smoking are not permitted in schools, public buildings, or community centers.
- H. Heating and air conditioning settings may not be changed.

I. Failure to abide by limitations of use or sanctioning policies will result in forfeiture of the group's opportunity to use facilities.

J. No permanent or temporary structures may be erected or modified on Roanoke County Parks, Recreation, & Tourism Department or Roanoke County School property without prior approval from Roanoke County Parks, Recreation, and Tourism and/or the Roanoke County Schools Administration and obtaining the necessary building permits.

XIII. Liability Responsibility

With the exception of Roanoke County Parks, Recreation, & Tourism Department sponsored programs and events, each special use applicant of a facility must agree to assume full responsibility and hold the County of Roanoke and employees harmless from legal liability for injury and damage to the person or property of others in connection with the use of park or school property.

At the discretion of the Director of the Department of Parks and Recreation, applicants may be required to produce a certificate of insurance, naming Roanoke County Board of Supervisors, its officers, agents, and volunteers as additionally insured, certifying Public Liability Insurance of \$1,000,000 or more per person and Property Damage Insurance of \$1,000,000 or more per occurrence as applicable.

XIV. Hours of Usage

- A. Parks, Recreation, & Tourism Outdoor Facilities: The hours of park use will normally be restricted to the period from 8:00 a.m. until sunset or posted park closing time, with the exception of lighted ballfields or park amenities which can remain open until 11:00 p.m.
- B. School Facilities: For indoor facilities the hours of use will be from the dismissal of school or after the school athletic programs are completed until 10:00 p.m. For outdoor facilities the hours of use will be until sunset for unlighted areas and until 11:00 p.m. for lighted areas.

XV. General Guidelines

- A. Facility Damage: The cost to repair damage to any facility will be the responsibility of the person/clubs who received the permit to use the facility.
- B. Penalty for Violation of Community Use Standards/Policy by Users:
 - First Offense: Written Warning to the individual, representative, league president, coordinator, and/or club official.

- Second Offense: Written notice of suspension of the violator's rights to use the facility and restitution for damages and costs if applicable. In the case of a league or team suspension, the suspension will be for three days and restitution for damages and costs if applicable.
- Third Offense: Written notice of denial of future use of facilities and restitution for damages and costs if applicable.
- Appeals Process: A copy of all written notices will be forwarded to the Parks and Recreation Advisory Commission for review. The Parks and Recreation Advisory Commission will serve as the appeals panel.

B. Procedures for Appealing Interpretation of Policies or Denial of Use:

An appeals panel will be formed to review the matter and make a recommendation to the Director of Parks, Recreation, and Tourism. In the case of a Sanctioned Youth Recreation Club, the Presidents Council will serve as the appeal panel. In the case of a community or non-sanctioned program the Parks and Recreation Advisory Commission will serve as the appeal panel. The testimony of both sides will be presented before the group. The chairperson will then present the recommendation to the Director of Roanoke County Parks, Recreation, and Tourism for review and final disposition of the issue.

C. Grandfather Rights

1. Generally, groups requesting facilities that they have used in prior years will be given priority consideration in scheduling. However, no one group has sole ownership of a facility. When it is in the best interest of the public, the facility will be scheduled for another group. This does not apply to facilities that have been leased to organizations in the community.
2. Where possible, community groups will be assigned facilities within the community's accepted boundaries. However, when a facility deficit exists in one area and a surplus in others, the surplus facilities can be reassigned to other areas.

D. Lights: Clubs may use athletic facility lights for scheduled team practices and games only. Unscheduled use of lights by individuals, coaches, volunteers, or officials is not authorized. For the first offense the recreation club or individual will be charged for each hour the lights were on. For a second offense, access to the light controls will be removed from the individual/s. For the third offense, the club, organization, or individual will be

billed for each hour the lights were on and for the cost of securing the light controls and re-keying the locks.

For athletic fields equipped with lights, the club representative scheduled to use the facility for team practice is responsible for the turning on and off the lights. For scheduled game use of fields the home team coach is responsible. The lead official will also confirm that the lights are turned off within 15 minutes of game closing. Lights must be turned off no later than 11:00 p.m. and turned on no earlier than 30 minutes prior to sunset. The utility cost of lights left on after 11:00 p.m. will be charged to the clubs scheduled to use the facility on that occasion on a per hour basis from 11:00 p.m. until turned off. Lights should not be turned on until 1/2 hour before sunset. Clubs turning lights on early will be charged for each hour the lights were on before 1/2 hour before sunset.

E. **Field Rotation**: In order to provide a preventive maintenance program for playing fields, the Department will make every reasonable effort to rotate fields or rest fields each spring and fall. The Assistant Director of Parks and the Supervisors of Youth and Adult Athletics will determine which fields are to be retired and when.

F. **Open Space**: The Department will make every effort to provide space for spontaneous play in County Parks. These open space areas can be used on a first come, first serve basis.

G. **Itinerant Food Concessions, Permanent Food Concessions, Product Sales, and Vending Machines**: The Director of the Department of Parks and Recreation shall approve all food and product sales on or in parks and Recreation Facilities. All requests shall be in writing to the Director and shall be received a minimum of three months prior to the date requested. Upon approval a special use permit will be issued after the department has received all associated fees.

1. **Athletic Facility Concessions** - permits to operate concession stands and product sales on Roanoke County property are awarded to County sanctioned recreation clubs at sites within the community's accepted boundaries with the express purpose of allowing the clubs to generate income to support the leagues and make athletic facility improvements. The approved operators are responsible for operating within the accepted Health Department and Building Code restrictions, obtaining all necessary permits and liability insurance, and equipping the concession. The County covers the reasonable utility cost and general maintenance of the building for sanctioned youth athletic clubs, but does not manage or

control the concession operations in any way nor is the county liable for the operation. Adult sanctioned clubs will be responsible for utility costs of the concession in addition to the above requirements. Generally, groups requesting concession rights that they have held in prior years will be given priority consideration in award of the concession operation at that facility. When multiple clubs share the concession operation, they must split the expenses and profits equitably. Recreation Clubs can not hire or subcontract for concession vendors under this agreement

2. **Concession operators** - shall abide by the Roanoke County Park Ordinance, the Community Use Manual, The Roanoke County Health Department regulations, and any product contracts currently in force between the County of Roanoke and product vendors.
3. **Special Event Concessionaires, vendors, or crafters** - Groups or individuals that request the use of park property for a profit-making concession, program, or event shall make their request in writing to the Tourism and Event Coordinator. The fee for such use shall be negotiated according to scope, direct cost if any, and type of event. Approved vendors shall obtain all required permits, licenses, and inspections required to operate a business in Roanoke County and shall pay all associated fees and taxes. Concession fees are in addition to any rental fees established for the use of Roanoke County facilities. Organizers of non-sponsored events or activities are responsible for payment of concession fees and ensuring that permits and inspections are obtained.

H. **Soft Toss:** Soft toss of balls against or into athletic field fencing is prohibited. Damages created by this activity will be charged to the persons/groups responsible.

XVI. Fund Raising Activities

A. A detailed written request must be submitted for review on a Special Use Request form to the Tourism and Event Coordinator for outdoor facilities or the Assistant Director of Recreation for indoor facilities at least 30 working days prior to the requested date of the program. Upon approval the group will receive a permit for use.

B. Approved groups may not restrict public access to a County Park or facility in return for an entry fee, without prior approval of the Department.

- C. Approved groups will be responsible for all direct expenses to be paid in full at least ten days after the program date.
- D. Compensation for property damage will be the responsibility of the scheduled user.
- E. Roanoke County Parks, Recreation, and Tourism reserves the right to restrict facility use for fund raising activities.
- F. Non-profit charitable organizations and agencies may request the waiver of rental fees for one fundraiser per year. They will, however, be responsible for the direct costs associated with the event and any damages. Additional requests will be assessed the regular rental rate for the use of the facility.
- G. Approved groups shall be responsible for site security, first aid, trash pickup and removal, traffic and participant control, restroom facilities, and clean up. Additional requirements may be required by Roanoke County Parks, Recreation, and Tourism depending on the type and duration of the event being held.

XVII. Picnic Shelter Reservations

Shelters are available on a first come, first serve basis at no charge, unless the shelter has been specifically reserved. Reservations will be accepted on a first come, first serve basis beginning the first working day in February for the season which runs from April 1 through October 31 of each year. Call (540) 387-6078 to reserve a shelter. Reservations require payment of a rental fee. The Department of Parks and Recreation may assess additional fees for direct costs of services provided. Upon confirmation, a receipt and park reservation permit will be forwarded to the group's contact person. Refunds of reservation fees will not be provided; however, rescheduling is allowed. Park facilities may be reserved as follows:

- Half day, 10:00 a.m. to 3:00 p.m.
- Half day, 4:00 p.m. to 9:00 p.m.
- All day, 10:00 a.m. to 9:00 p.m.

Groups over 300 may not reserve shelters for a half-day. Groups under 150 people must make payment in full within 10 working days or forfeit their reservation. Groups over 150 people need to complete an application for Special Use at least 45 days prior to the event. Please note that submission of the application does not constitute approval. The group spokesman will be notified of approval and all other details.

Ballfields for your picnic may be reserved August 1 through October 31. They are not reservable during the summer due to league-scheduled play. Groups may use the ballfields on a first come, first serve basis only if they are not marked for scheduled

league play. Also, should a league need to practice, the field must be relinquished to them.

A. Large group park accommodations are as follows:

300 to 500 people	Green Hill, Shell, Vinyard, and Walrond
500 to 1000 people	Green Hill and Vinyard
Over 1000 people	Green Hill only

B. Use Restriction

- The reserving group will be responsible for any special or additional setups and arrangements, beyond the usual availability of the shelter on the day and time desired.
- The reserving group may not charge any admission to the event.
- The reserving group must properly dispose of all trash and debris at the conclusion of the event and leave the park shelter as clean as possible. Groups are encouraged to recycle appropriate materials when possible.
- The reserving group will assume responsibility for the appropriate conduct of the attendees during the event.

COMMUNITY USE MANUAL APPENDIX

Containing Forms and Information for Sports Organizations and Community Users

Click a link below to open the document in PDF format

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PICNIC SHELTER RESERVATIONS

Roanoke County Department of Parks and Recreation has 12 parks with picnic shelters. Shelters are available on a first come, first serve basis at no charge, unless the shelter has been specifically reserved. Groups interested in using a shelter are urged to make advance reservations by calling (540) 387-6078 to guarantee the use of a particular shelter, on a certain day, during a specific time. Special preparation is given to reserved facilities. Therefore a reservation fee is charged to offset the expense incurred. Upon confirmation, a receipt and park reservation permit will be forwarded to the group's contact person. Park policy is no refund of reservation fee if canceled; rescheduling is encouraged.

Half day either 10:00 a.m. to 3:00 p.m. **OR** 4:00 p.m. to 9:00 p.m. for groups of under 300. All day 10:00 a.m. to 9:00 p.m.

FEES

0 -- 150 people	1/2 day	\$ 25
	All day	\$ 50
151 -- 300 people	1/2 day	\$ 40 may have to pay direct costs
	All day	\$ 80 may have to pay direct costs
301 -- 500 people	All day only	\$125 plus all direct costs
501 -- 1000 people	All day only	\$300 plus all direct costs
over 1001 people	All day only	Fees negotiated

Shelter fee is non-refundable. Groups under 150 people must make payment in full within 10 working days or forfeit their reservation.

Groups over 150 people need to complete an application for Special Use. Please note that submission of the application does not constitute approval. The group spokesman will be notified of approval and all other details.

Large group park accommodations are as follows:

300 to 500 people -- Green Hill, Shell, Vinyard, and Walrond

500 to 1000 people -- Green Hill and Vinyard

over 1000 people -- Green Hill only

Ballfields are not reservable during the summer due to league scheduled play. Groups may use the ballfields on a first come, first serve basis only if they are not marked for play. Also, should a league need to practice, the field must be relinquished to them.

The following regulations apply to all persons utilizing County park facilities:

- ALCOHOLIC BEVERAGES ARE PROHIBITED IN ALL COUNTY PARKS.
- The reserving group will be responsible for any special or additional setups and arrangements, beyond the usual availability of the shelter on the day and time desired.
- The reserving group may not charge any admission to the event.
- The reserving group must properly dispose of all trash and debris at the conclusion of the event and leave the park shelter as clean as possible. Groups are encouraged to recycle appropriate materials when possible.
- The reserving group will assume responsibility for the appropriate conduct of the attendees during the event.
- The County can not be held accountable for the personal belongings of the attendees.

MAJOR PARKS WITH SHELTERS

Bonsack Park Crumpacker Road

Take Rt. 460 toward Blue Ridge. Turn left on Rt. 604 (Alt. Rt. 220) at the traffic signal. Take the first left onto Crumpacker. Park will be at the end of the road on the right. Amenities: 6 - 8 ft. tables, playground, horseshoe pits, ballfield, portable toilets.

Clearbrook Park 5381 Tall Pine Road

Take Rt. 220S toward Boones Mill. Take the first right past Clearbrook Elementary School onto Rt. 675 (Indian Grave Road). Park is behind the school. Turn right onto Tall Pine Road. Shelter is at the end of the road. Amenities: 4 - 8 ft. tables, 2 - 16 ft. tables, 1 small grill, 1 large grill, 2 playgrounds, water fountain, tennis, basketball, ballfields, horseshoe pits no pegs, bathrooms.

Garst Mill Park 2599 Willowlawn Street

From Rt. 419, turn onto Brambleton Avenue (Rt. 221N) at Cave Spring Corners. Turn left at the first traffic light onto Garst Mill Road. Turn left onto Halevan. Park will down on the left. Amenities: 4 - 8 ft. tables, 2 - 16 ft. tables, 2 large grills, 1 small grill, fireplace, playground, water fountain, tennis, basketball, ballfields, bathrooms, open lawn areas, creek.

Green Hill Park 2501 Parkside Road

From Interstate 81, take exit 137. Turn right onto Wildwood Road at end of ramp. Go to the traffic signal and turn right onto West Main Street. Proceed to second traffic signal at Duiguids Lane and turn left. Cross railroad tracks and Roanoke River. Entrance to park will be short distance on right. Upon entering the park, take the right fork to go to the shelters. Shelter I will be on the left between the caboose and playground. Shelter II will be at the end of the road at the ballfields. Amenities: 8 - 8 ft. tables at shelter I, 7 - 8 ft. tables at shelter II, 2 grills at each shelter, playground, horseshoe pits with pegs, ballfields, walking/hiking, river, pay telephone, bathrooms, portable toilets, river, equestrian center by permit only.

Happy Hollow Gardens 6697 Mount Chestnut Road

Take Rt. 221S toward Bent Mountain. When you pass Poages Dairy on your right, go approximately 1/2 mile and take right onto Mt. Chestnut Road (Rt. 692). Go 2 miles to the top of the mountain. Park entrance is on the left. Amenities: 1 - 10 ft. handicap accessible table, 3 - 8 ft. tables, 1 large grill, nature/hiking trails, botanical gardens, amphitheater, portable toilets, stream.

Mount Pleasant Park* 3071 Pitzer Road

From Interstate 581, take Rt. 24E (Elm Avenue). Turn right onto 13th Street at the traffic signal (13th Street will turn into Bennington Avenue). At the Roanoke City Fire Station, turn left onto Mt. Pleasant Blvd. (Rt. 886). Bear left at the Mt. Pleasant sign, then left again past Mt. Pleasant Baptist Church onto Pitzer Road. Park is on the right behind the school. Shelter is at the end of the park road. Amenities: 4 - 16 ft tables, 2 grills, playground, tennis, basketball, ballfields, pay telephone, bathrooms, portable toilets.

Oak Grove Park 5005 Grandin Road Extension

From Rt. 419, turn onto Grandin Road Extension between Oak Grove Plaza and Oak Grove Elementary School. Entrance to the park is on the right above the school. Amenities: 2 - 16 ft. tables, 2 small grills, 3 concrete tables (non-reservable), playground, tennis, ballfields, water fountain, bathrooms.

C. Darrell Shell Park* 6328 Merriman Road

From Rt. 419 turn onto Starkey Road. Go to the stop sign at the railroad tracks. Turn right onto Merriman Road. Penn Forest Elementary School is less than 1/4 mile on the right. Park is behind the school. Amenities: 5 - 8 ft. tables, 1 - 16 ft. table, 1 small grill, 1 large grill, accessible playground, tennis, exercise/walking trail, volleyball, basketball, ballfields, water fountain, pay telephone, bathrooms.

Stonebridge Park* 378 Swan Drive

Take Rt. 24E heading out of Vinton. Take the first left past William Byrd High School onto Stonebridge Drive. Go to the end and turn left onto Robindale. At the end of Robindale, you will turn right into the park. Amenities: 4 - 8 ft. tables, 2 - 10 ft. accessible tables, 2 small grills, 3 concrete tables with grills (non-reservable), playground, tennis court, nature/hiking trail, ballfields, water fountain, pay phone, bathrooms.

Vinyard Park Berkley Road

Turn onto Gus Nicks Blvd. at Hardee's. Turn left onto King Street. Go approximately 3/4 mile and turn right onto Berkley Road. Park is on the right approximately 1/4 mile down the road. Amenities: 8 - 8 ft. tables, 2 small grills, playground, ballfields, portable toilets.

Walrond Park* 6824 Walrond Drive

From Interstate 81, take exit 146 (Hollins exit). Turn right off the exit ramp onto Plantation Road. Turn right onto Walrond Drive (beside Double Envelope). Walrond Drive deadends in the park. Amenities: 5 - 8 ft. tables, 2 - 16 ft. tables, 2 large grills, fireplace, playground, tennis, ballfields, soap box track (by permit only), pond, water fountain, electricity at shelter, pay phone, bathrooms.

Whispering Pines Park* Absalom Smith Road

From Interstate 81, take exit 141 (Rt. 419 and Rt. 311). Turn right from 81N and left from 81S off exit ramp toward New Castle. Continue to traffic signal. Turn right on to Rt. 311. Take the first right after the Moose Lodge onto Absalom Smith Road. Park is about 1/2 mile on right. Amenities: 8 - 8 ft. tables, 4 grills, several concrete tables with grills (non-reservable), playground, basketball, tennis, hiking, ballfields, pay phone, portable toilets.

*Please note key deposit required for accessible gate to shelter.

COMMUNITY PARKS

Bent Mountain Elementary School Park 10148 Tinsley Lane
Take Rt. 220S. Go past Bent Mountain Rescue Squad. Turn right onto Tinsley Lane. Park is to the right of the school. Amenities: basketball, tennis, open lawn areas, playground, ballfield.

Brookside Park 20 Verndale Road
Take Hershberger Road toward Friendship Manor. Turn left onto Florist Road. Turn right onto Verndale Road. Amenities: basketball, ballfield, open lawn areas, creek.

Gearhart Park 100 Highland Road
Take Gus Nicks Blvd. toward Vinton. Turn right onto Highland Road past Roanoke County Career Center. **OR** take Rt. 24E. Turn left onto Pollard Street. Then turn left onto Gus Nicks Blvd./Washington Avenue. When you cross the bridge you will take a left onto Highland Road just before the Roanoke County Career Center. Amenities: ballfield, playground, basketball, tennis, portable toilets.

Goode Park Leisure Lane
Take Rt. 24W. Turn right onto Leisure Lane just past the Blue Ridge Plaza. Amenities: ballfield, open lawn areas.

Hollins Park 5688 Hollins Rd.
From I-81 N. exit 146. Travel 3.1 miles and turn left on Hollins Rd. at Food Lion. Proceed 1.8 miles to entrance on the left. **OR** at the intersection of Williamson and Plantation turn left 1.3 miles, turn right onto Shadwell Dr. Proceed 7/10 mile and turn right on Hollins Rd. Proceed 4/10 mile, entrance on the right.

Ingersoll Rand Park Old Mountain Road (Rt. 605)
Take Williamson Road/Rt. 11N towards Hollins. Turn right onto Shadwell Drive just past Webb's Oil Company. Turn right onto Old Mountain Road. Park is approximately 1 block down on right. Amenities: ballfield, open lawn areas.

Jaycee Field 814 Washington Avenue (at Vinton War Memorial)
Take Gus Nicks Blvd. toward Vinton. Gus Nicks will turn into Washington Avenue. Continue up Washington Avenue until you see the Vinton War Memorial on your left. **OR** take Rt. 24E. Turn left onto Pollard Street. Then turn right onto Gus Nicks Blvd./Washington Avenue. Continue up Washington Avenue until you see the Vinton War Memorial on your left. Amenities: ballfield, tennis, basketball.

M. A. Banks Park 211 Craig Avenue

Take Rt. 24E. Turn right onto Pollard Street. Then turn left onto Craig Avenue. Park is on your right after turning. Amenities: playground, basketball, grills, tables.

Sadler Park Emerald Lane (Rt. 1905)

Take Williamson Road/Rt. 11N towards Hollins. Turn left onto Reservoir Road just past Hollins College. Then turn left onto Emerald Lane. Park is on your right. Amenities: basketball, open lawn areas, playground.

Starkey Park 5700 Crystal Creek Drive

From Rt. 419 turn onto Starkey Road. Go to the stop sign at the railroad tracks. Fields #1-4: Turn right onto Merriman Road. Then turn left onto Crystal Creek Drive. Park will be down the road on the left.

Fields #5-6: Go directly across Merriman to enter the park.

Amenities: ballfield, open lawn areas, portable toilets.

Merriman Soccer Complex 6657 Merriman Road

From Rt. 419 turn onto Starkey Road. Go to the stop sign at the railroad tracks. Turn left onto Merriman Road. Turn right past Plastics One. Amenities: ballfields, portable toilets.

Mayflower Hills Park

From 581 take Elm Ave. exit on Rt. 24E towards Vinton. Make a right at 13th St. & Rt. 24. Go straight off Bennington (2-3 miles) make a left on Rutrough Rd. Go 3 miles on Rutrough and park will be on your right. . Amenities: 6-8ft. table, 1 large grill, playground, open lawn areas, portable toilets.

FY 02-03 FEE SCHEDULE

July 1, 2002- June 30, 2003

Picnic Pavilions and Open Spaces

Class A	0-150 people	1/2 day -	\$25
		Whole day -	\$50
		Ballfield -	\$35 during allowable season
	151-300 people	1/2 day -	\$40
		Whole day -	\$80
		May have to pay direct costs	
	300-500 people	Whole day -	\$125
		Must pay all direct costs	
		May require staff supervision	
	500-1000 people	Whole day -	\$300
		Must pay all direct costs	
		Requires staff supervision	
Class B	Commercial Event	\$500 per day plus all direct costs plus 8% of gross sales less admission tax.	
	Commercial Vending, Sales, & Concessions	15% of gross sales plus direct cost	
Class C	Community Service	Must pay all direct costs	
	Organizations for a fund		
	Raiser, one free rental per		
	Year. Subsequent events		
	Will be charged the Class B		
	Commercial rate		

Groups of 151 or more will be required to complete a Special Use Application and may be assessed an additional fee based on associated direct cost of the department.

Athletics Fields for Tournaments

\$75 or \$5.00 per team whichever is greater will be assessed to the sponsoring organizations any time a Roanoke County facility is used for tournament play. We will also require a \$100.00 refundable maintenance deposit. Both the \$75.00 and \$100.00 deposit will be due **in advance**, with insurance, etc.

Athletic Fields

\$20 for 0-2 hours , plus any direct cost associated with use
\$35 for 2 to 4 hours or ½ day, plus any direct costs associated with use
\$70 for full day – maximum 8 hours, plus and direct cost associated with use

Athletic Field Lighting

\$5 per hour and \$10 key deposit. This applies to both youth and adult fields.

Recreation Centers

Community Room (Auditorium)	\$50 deposit/\$50 1 st hr./\$25 ea. add. hr.
Teen Center	\$50 deposit/\$50 1 st hr./\$25 ea. add. hr.
Kitchen/Classroom Combo	\$35 deposit/\$35 1 st hr./\$15 ea. add. hr.
General Classrooms	\$25 deposit/\$25 1 st hr./\$10 ea. add. hr.

Equipment Rentals (for use in centers only)

TV/VCR Combo	\$5
Stereo/Stage Sound System	\$10
Public Address System	\$5
Overhead Projector/Slide Projector/Screen Combo	\$3

Personnel

Facility Supervisor/Custodial Services	Current hourly rate
Staff to set up/tear down rooms	Current hourly rate
Security/Police Officer	Current hourly rate

Equestrian Center Membership

\$25 for an annual individual membership
\$50 for an annual family membership
Memberships run March 1 through February 28

Procedures

1. Facility use applications and permit processing.....Grace Karnes
2. Facility use review and scheduling coordination
 - A. Shelters (Class A).....Grace Karnes
 - B. League related events.....Bob Guthrie
(opening day and league tournaments)
 - C. Public Special Events (Class B & C).....Wendi Schultz
 - D. Adult Softball Tournaments.....Gary Creasy
 - E. Athletic Fields.....Mark Courtright

Catawba Community Center Rental Procedures and Fee Schedule

FY 02-03

July 1, 2002 – June 30, 2003

The Catawba Community Center is operated in cooperation with the Catawba Valley Ruritan Club and Roanoke County Parks, Recreation, & Tourism Department for the enjoyment of citizens. To make this facility available for community use the Catawba Valley Ruritan Club members have volunteered to open and close the facility for rentals and to provide custodial, minor maintenance, and on-site management of the facility. Roanoke County handles the scheduling, major maintenance and operating cost of the center. Rental fees are designated for the upkeep of the Community Center.

Reservations: The center may be rented for meetings, events, parties, and reunions. Various size and types of rooms are available for your use. An application for Rental Use may be obtained by contacting Roanoke County Parks, Recreation, & Tourism Department at 387-6078 ext. 0. The application should be submitted at least 30 working days prior to the date of use and no later than 10 days in advance to allow processing of your request. Please submit your completed application along with the deposit and rental fee to:

**Catawba Community Center Reservations
Roanoke County Parks, Recreation, & Tourism
1206 Kessler Mill Road
Salem, VA 24153**

Fee Schedule:

Damage Deposit: \$25. Refundable 14 working days after the event if no additional costs are incurred for cleanup, damages, or additional hours of use.

*Picnic Shelter and first floor of the center, which includes access to the kitchen, dining room, restrooms, and a small meeting room. **\$25 1st hour/\$10 each additional hour**

Second Floor includes access to two meeting rooms and restrooms (located on the first floor) **\$25 1st hour/\$10 each additional hour**

*Picnic Shelter only, includes 8 eight-foot picnic tables and access to the playground, basketball court, and ballfield. Restroom facility is one outside wheelchair accessible portajohn. No deposit is required. **\$25 for half day either 10am-3pm or 4pm-9pm**
\$50 for a full day which is 10am-9pm

Handicapped Access: Handicapped access to the facility is available on the first floor, parking lot, restrooms (both inside and outside), and on the first floor only.

*Please note that due to the size of the facility only one function at a time may be held in the picnic shelter or first floor of the building.

General Rules:

- No alcoholic beverages allowed.
- No smoking in the building.
- No keys are made available. The facility is opened and closed by designated facility supervisors.
- No use after 11:00 p.m.
- No commercial, for profit use is allowed.

Roanoke County Parks, Recreation & Tourism
Craig Avenue Center Rental Fees

FY 02-03

July 1, 002- June 30, 2003

All of the following categories include supervision if the use is during normal operating hours of the facility, and the use of chairs and tables normally available in those rooms or areas. **Renters are responsible for set-up and clean-up of the rooms.** If the rental is for a time when the facility is not normally staffed, the renter will be responsible for the cost of supervision, or security/police support if needed for the event. If it is determined that additional support is required for the event, the renter will be responsible for those costs. Fees are as follows (the deposit will be applied to the total rental fee):

<u>ROOM</u>	<u>DEPOSIT</u>	<u>FIRST HOUR</u>	<u>EACH ADDITIONAL HOUR</u>
Auditorium	\$25	\$25	\$10
Lounge	\$25	\$25	\$10
Lounge			
& Kitchen	\$35	\$35	\$15
Auditorium			
& Kitchen	\$35	\$35	\$15

FEES FOR ADDITIONAL ACCESSORIES

Staff set-up/clean-up of rooms	\$10 per hour/each employee
Staff supervision or	
Custodial services	\$10 per hour/each employee
Security/Police Support	current rate established by that agency

Deposit is due with the rental application (at least 14 calendar days prior to rental date).
Balance of fees is due the day of rental.

Use by other Roanoke County departments and affiliated organizations:

The rental fee is waived for other Roanoke County departments and approved, affiliated organizations. These groups will be required to cover the direct cost of supervision (if facility is closed), security and expendable supplies.

Use by sanctioned groups:

Department-sanctioned groups are allowed ONE half-priced rental per year, and ONLY if space is available. Sanctioned groups will be responsible for any direct cost of supervision (if facility is closed), security and expendable supplies.

Fees for Athletic Field Rental by Non-Sanctioned Groups

One Unit of play equals 2 hours, which includes set up and take down/clean up time

Two-unit block of play equals 4 hours of back-to-back use, including set up and take down/clean up time.

Prices:

Groups/teams with 100% county residents, \$20.00 per unit of play and \$35.00 for a 2-unit block of play.

Groups/teams with over 50% or more county residents, \$25.00 per unit of play and \$40.00 for a 2-unit block of play.

Groups/teams with 51% or more non-county residents, \$30.00 per unit of play and \$50.00 for a 2-unit block of play.

Groups/teams with 100% non-county residents, \$50.00 per unit of play and \$80.00 for a 2-unit block of play.

Please submit your team roster(s) with your permit application. No request will be processed until a roster is received.

SPECIAL USE PERMIT APPLICATION

ROANOKE COUNTY
DEPARTMENT OF PARKS, RECREATION, & TOURISM
1206 Kessler Mill Rd.
Salem, VA 24153
Phone (540) 387-6078 Fax (540) 387-6146

Date Received_____

Forwarded To_____

Date_____

Date Approved_____

1. **Please type or print.** Application must be received by _____ to hold your reservation. If any question below does not apply, use N/A. Fax or return in the enclosed, self-addressed envelope. Any questions, please call 387-6078 ext 247. If approved, a permit will be issued.

Name of Organization _____

Event Contact Person _____

Street Address _____

City/State/Zip _____ E-mail_____

Phone Home_____ Work_____

2. **Type of Event:**_____ Number of people expected_____

Attach a complete description and schedule of your event to this application. (Application will not be processed without this.)

Is your event open to the public?_____

3. **Park Preferred:**_____ **Date(s) of Event:**_____ **Time(s)**_____ (including set up and takedown)

4. **Special activities:** Roanoke County requires pre-approval for any special amusements, games, or special activities such as amusement rides, moon bounces, dunking booths, petting zoos, tents, etc. to be set up on county property. List any special needs on the description requested above.

The addition of amusements, games, rides, etc. will require the event to provide a \$1 million liability insurance certificate of additionally insured with the Roanoke County Board of Supervisors named as the additionally insured.

Please note – most sites do not have water and/or electricity. Check below if you will require either electricity or water (if available). Visit our web site www.co.roanoke.va.us for amenities available at each park.

Electricity_____ Water _____

5. **Do you plan to charge any registration or attendance fees?**_____ **Amount**_____

To be paid by whom?_____ Due to County ordinance, any registration or attendance fees, to be collected on site, must have prior approval by the Director of Parks, Recreation and Tourism.

6. **Roanoke County Parks, Recreation, and Tourism reserves the right to require staff supervision, extra portojohns, and/or security for your event. This will depend on the site and type of activity; you may be responsible for any direct expenses the department incurs as a result.**

7. **SUBMISSION OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL.**

Name_____

Please print

Signature

Date

FIELD USE PERMIT APPLICATION

ROANOKE COUNTY
DEPARTMENT OF PARKS, RECREATION, & TOURISM
1206 Kessler Mill Rd.
Salem, VA 24153
Phone (540) 387-6078 Fax (540) 387-6146

Date Received_____

Forwarded To_____

Date_____

Date Approved_____

1. **Please type or print.** Application must be received by _____ to hold your reservation. If any question below does not apply, use N/A. Fax or return in the enclosed, self-addressed envelope. Any questions, please call 387-6078 ext 247. If approved, a permit will be issued.

Name of Organization _____

Event Contact Person _____

Street Address _____

City/State/Zip _____ E-mail _____

Phone Home _____ Work _____

2. **Type of Event:** Tournament _____ Practice(s) _____ Game(s) _____ Other _____

Attach a complete description, schedule, and listing of any special needs for your program to this application. (Application will not be processed without this.)

Type and number of fields(s) requested: Soccer _____ Baseball _____ Softball _____

Other _____

Size of field(s) requested _____ Are lights needed? _____ (There will be an extra charge for light usage.)

Preferred dates(s) of use _____ Preferred time(s) of use _____ (including set up and take down)

3. **Do you plan to charge any registration or attendance fees?** _____ **Amount** _____

To be paid by whom: _____ Due to County ordinance, any registration or attendance fees, to be collected on site, must have prior approval by the Director of Parks, Recreation and Tourism.

4. **Roanoke County Parks, Recreation, and Tourism reserves the right to require staff supervision, extra portojohns, and/or security for your event. This will depend on the site and type of activity. You may be responsible for any direct expenses the department incurs as a result.**

5. **Use of Roanoke County facilities by private organizations requires the users to provide a \$1 million liability insurance certificate of additionally insured with the Roanoke County Board of Supervisors named as additionally insured.**

6. **Submission of this application does not constitute approval.** Roanoke County Parks, Recreation, and Tourism reserves the right to reschedule field usage, once granted, in case of field wear or special events.

Name _____

Please print

Signature

Date

**Application for Membership and/or One Day Pass
Green Hill Park Equestrian Center**

PLEASE PRINT ALL INFORMATION

_____ Individual one year membership \$25.00

_____ Family annual one year membership \$50.00

*****Please list ALL family members who will be using the Park and their ages.*****

_____ One (1) day pass \$5.00

Name of Individual or Head of Household Using Park

Address_____

City/State/Zip_____

Home Phone Number_____ Emergency Number_____

Barn Number or Other_____

Signature of Applicant_____ Date_____

(Must be 18)

Please mail completed application and payment to:
Roanoke County Parks, Recreation, and Tourism
1206 Kessler Mill Rd.
Salem, VA 24153
(540) 387-6078 ext. 247
fax (540) 387-6146
e-mail: gkarnes@co.roanoke.va.us

Office Use Only	Permit #_____	Comb. Sent?_____	Receipt #_____
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**EQUINE ACTIVITY LIABILITY RELEASE, WAIVER OF
RIGHT TO SUE AND ASSUMPTION OF ALL RISKS – Page 1/2**

This Equine Activity Liability Release, Waiver of Right to Sue and Assumption of all Risks Agreement ("this Agreement") is hereby given by the undersigned to the "Roanoke County Board of Supervisors, Roanoke County Department of Parks and Recreation, and Green Hill Park Equestrian Center Advisory Committee," each an equine activity sponsor and/or an equine activity professional (the "sponsor/professional") and to the sponsor/professional as agent for and for the benefit of each owner of land upon which an equine activity to which the Agreement relates is conducted ("owner") and each partner, officer, agent, employee, director, shareholder, member heir, personal representative, successor and assign of the sponsor/professional and of each owner (who shall be included within the words "sponsor/professional" or "owner" as their relationships may determine) provides as follows:

In consideration for the opportunities provided by the sponsor/professional and each owner to the undersigned "participant" (including any minor participants for whom he signs this Agreement) for the enjoyment of equine activities as a participant, the undersigned "participant" (including any minor participant for whom he signs this Agreement) hereby agrees as follows:

1. This Agreement is given under the Virginia Equine Activity Liability Act (Code of Virginia 3.1-796.130 et seq.) as it may now provide or be hereafter amended (the "Act"). All terms defined by the Act shall have the same meaning herein, and the Act is hereby incorporated in this Agreement by reference. This Agreement shall be so construed as to provide to the sponsor/professional the fullest protection of a release, waiver of right to sue and assumption of all risks which is afforded to the sponsor/professional by the Act.
2. All pronouns shall be construed to include the masculine, feminine or neuter as well as the plural or singular, as may be appropriate to facilitate the construction of this Agreement in the light of the facts presented.
3. The participant hereby acknowledges that he has full and complete notice and understanding of the Act and of all the risks inherent in equine activities which may cause, contribute to or result in the death or personal injury of the participant or damage to the participant's property (the "Risks"), including, but not limited to: (i) the propensity of an equine to behave in dangerous ways or to trip and/or fall; (ii) the inability of anyone whomsoever to predict or foresee an equine's reaction to excitement, weather conditions, sound, movements, objects, persons, animals, reptiles, birds or insects, and the effects of such reactions; (iii) the hazards of surface or subsurface conditions, including but not limited to objects or conditions on, under or protruding from the surface, both latent and patent; (iv) the hazards which rocks, cliffs, hills, fences, trees, stumps, logs, bridges, ditches and other debris and obstacles, and any equine activity in connection therewith, may foreseeably or unforeseeably present; (v) the dangers and risks of tack or harness slipping or breaking for whatever reason; (vi) the dangers and risks of becoming entangled in tack, harness, or vehicles used in an equine activity, (vii) the risks of falling from or otherwise becoming unstable on an equine or a vehicle used in an equine activity for any reason whatsoever or for no identifiable reason and (viii) any negligent act or omission by the sponsor/professional or any owner which causes or results in the death or personal injury of the participant or damage to the participant's property.
4. The participant hereby RELEASES and WAIVES all rights which he may have or hereafter have against the sponsor/professional and each owner for death, personal injury or property damage which is in any way associated with the Risks; he does hereby WAIVE his right to sue or to bring any action against the sponsor/professional or any owner in connection therewith; he agrees to INDEMNIFY and DEFEND the sponsor/professional and each owner from and to HOLD the sponsor/professional and each owner HARMLESS against any such suit or action, and he hereby expressly ASSUMES ALL RISKS AND DANGERS of death, personal injury and property damage which are in any way associated with the Risks enumerated in paragraph 3, above.
5. The participant hereby authorizes and consents to any emergency medical care which may at the time appear reasonably appropriate under the circumstances as a result of injury or sickness caused by or incurred in the course of an equine activity.

**EQUINE ACTIVITY LIABILITY RELEASE, WAIVER OF
RIGHT TO SUE AND ASSUMPTION OF ALL RISKS – Page 2/2**

6. The Agreement shall remain valid and in full force and effect from and after the date opposite the signature of the participant until expressly revoked by the participant in a written notice personally delivered to the sponsor/professional.
7. To the extent possible, this Agreement shall be construed in such manner as will render it, and each provision of it, fully enforceable; but if any provision of this Agreement shall be unenforceable, such provision (or so much thereof as is unenforceable) shall be deleted and the remainder of this Agreement shall continue in full force and effect.
8. If this Agreement is executed by the undersigned participant for and on behalf of a minor participant named below, the undersigned participant hereby warrants and represents that he is in fact the legal parent or guardian of such minor, with full rights of custody and control; that this Agreement is given on behalf of and is intended to be binding upon said minor participant, his heirs, personal representatives, successors and assigns; and the undersigned participant further agrees that this Agreement shall also be as fully binding on the undersigned participant as if it were entered into solely on his own behalf.
9. This Agreement shall be binding upon the heirs, personal representatives, successors and assigns of the participants.
10. I HAVE FULLY READ AND FULLY UNDERSTAND THE FOREGOING EQUINE LIABILITY RELEASE WAIVER OF RIGHT TO SUE AND ASSUMPTION OF ALL RISKS. I HAVE CONSULTED AND RELIED UPON MY OWN ADVISORS ON ALL QUESTIONS IN CONNECTION THEREWITH, AND I HAVE NOT RELIED UPON THE SPONSOR/PROFESSIONAL OR ANY OWNER FOR ANY ADVICE OR EXPLANATION IN CONNECTION THEREWITH.

Participant:

DATE

PRINT NAME

SIGNATURE

PRINT NAME OF THE MINOR PARTICIPANT FOR WHOM SIGNING, IF ANY

The Equestrian Committee requests that all persons over the age of 18 sign the above waiver. If you are signing for a minor Participant, please list the name(s) in the space provided.

SPECIAL USE/EVENT LICENSE AGREEMENT

This Agreement entered into on the _____ Day of _____, 2002, between the County of Roanoke ("The County" or the Licensors) and _____ ("The Licensee") grants a revocable license to the Licensee to use County facilities for and in consideration of the promises, covenants, terms, and provisions contained in this License Agreement.

1. This License Agreement is subject to all of the conditions, requirements, and policies set out in the Roanoke County Parks, Recreation and Tourism Public Use Manual, which is incorporated herein by reference.

2. The County agrees to permit the Licensee to use the County property and facilities identified in Exhibit A which is attached and made a part of this License Agreement.

3. The term of this License Agreement shall be as set forth in Exhibit A.

4. The Licensee *shall/shall not* have the exclusive concession, right, and privilege to sell food products, refreshments, books, newspapers, periodicals, souvenirs, and other similar products. The Licensee shall pay to the County _____% of the gross receipts from the sale of these items.

5. The Licensee shall pay as a minimum license fee or rental the amount set forth in Exhibit A to the County upon the signing of this agreement or at another specified time as outlined in Exhibit A.

6. The Licensee shall also pay as service charges the amounts set in Exhibit A for necessary services and equipment which the County has agreed to provide upon the request of the Licensee as described in Exhibit A. This sum shall be paid at the same time and place as the minimum license or rental fee. When services or equipment are obtained from parties other than the County, notification must be made to the County to ensure duplication of services/equipment does not occur.

7. In the event the Licensee shall charge a public admission fee or charge for its event, the Licensee shall also pay, in addition to the minimum license fee or rental and the service charges provided for above, the following amounts:

(A) A sum equal to _____ % of the gross receipts from the sale of tickets or admission price to be paid to the County not later than _____ hours/days after each of the performances or activities at which the proceeds were received.

(B) A sum equal to _____ % of all monies that may be paid to the Licensee by reason of any radio or television broadcast, motion pictures, or recordings made in connection with or arising out of any event, program, or presentation, to be conducted by the Licensee on the County premises, to be paid to the County no later than _____ after the last performance time set out in Exhibit A. No right to use the premises for the purpose of making any radio or television broadcast or motion pictures or recordings is granted by this License Agreement unless specifically provided for in writing by the parties.

(C) The Licensee shall keep accurate and complete records of all ticket sales and receipts and the County shall have the right to inspect such records of the Licensee at any time for the purpose of ascertaining the correct amounts due to the County under the terms of this License Agreement.

(D) The Licensee shall so conduct its activities so as not to endanger any person lawfully on

the premises; and shall indemnify, save, and hold harmless the County and all of its officers, agents, volunteers, and employees and event sponsors from any and all claims from loses, injuries, damages, and liabilities to persons or property occasioned wholly or in part by the acts or omissions of the Licensee, its agents, officers, employees, guests, patrons, or any person or persons admitted to the premises by the Licensee while the premises are used by or are under the control of the Licensee. The Licensee assumes full responsibility for the character, acts, and conduct of all persons admitted to the premises by consent of the Licensee, its officers, employees, or agents. Additionally, liability insurance coverage must be obtained naming Roanoke County Board of Supervisors, their officers, agents and volunteers as additional insured. The amount to be determined by Roanoke County's Risk Manager.

(E) The Licensee shall vacate the premises in as good state and condition as they were in at the commencement of this License Agreement, reasonable wear and tear and damages by the elements accepted. The Licensee also agrees that if the premises or its buildings, equipment or furnishings are damaged during the term of this License Agreement by the act, default, or negligence of the Licensee, or its officers, agents, employees, guests, patrons, or any person or persons admitted to the premises by the Licensee, the Licensee shall pay to the Licensor upon demand such sum as shall be necessary to restore the premises to the condition they were in at the commencement of this License Agreement.

(F) The Licensee shall comply with all laws, statutes, ordinances, rules or regulations of the United State Government, the Commonwealth of Virginia, and the County of Roanoke or any department or agency of the above.

(G) The Licensee shall use the premises only in the manner permitted by this agreement as set out in Exhibit A and shall not use or permit the use of the premises for any other purpose or for any immoral, objectionable, or illegal unlawful acts and the decision of the County's Director of Parks and Recreation in these matters shall be final.

(H) The Licensee shall not sublet nor assign this License Agreement or any of its rights under this Agreement without the prior written consent of the County.

(I) The agents and representatives of the County shall have the right to make inspections of the premises at any time for the purpose of securing compliance with the terms and conditions of this License Agreement.

(J) Time, especially the time of payment of monies due from the Licensee, shall be of the essence of this Agreement.

(K) In the event the Licensee cancels its performance or activities under this License Agreement, the Licensee shall forfeit all monies paid to the County as liquidated damages and not by way of penalty. In the event of a breach by the Licensee of the terms of this License Agreement the County shall have, in addition, to any other legal recourse, the right to terminate this agreement immediately, to enter and obtain possession of the entire premises, to remove and exclude all persons from the premises, and to remove all property of the Licensee from the premise all without service of notice or resort to legal process and without any legal liability on its part.

(L) The Licensee shall pay all expenses that shall be paid or incurred by the County in enforcing the provisions of this agreement, including court costs and attorney’s fees.

(M) ALTERATION OF THIS CONTRACT SHALL NOT BE MADE WITHOUT CONSENT OF BOTH PARTIES.

COUNTY OF ROANOKE

Its_____

Licensee

Its_____

Licensee

EXHIBIT A

Name of Program_____

Description and Purpose of Program_____

Event/Performance Dates and Times_____

Minimum Rent_____

Concession Percentage_____

The Licensee or the County shall provide the following services, as checked. If the County provides any of these services, then the Licensee shall pay the County the amount of the service charge within _____ Days of the event/performance.

	Licensee	County	Service Charge
Security			
Refuse/Trash			
Ticket Sales			
Parking Attendant			
Electrician			
Sound or Light Technician			
Portable Toilets			
Install/erect/move equipment			
Equipment (stage, tent, bleachers, goals)			
Other Services (1) (2) (3) (4)			

**ROANOKE COUNTY PARKS AND RECREATION
RECREATION CLUBS ASSOCIATED SPORTS**

Cave Spring Recreation Foundation	Football, Cheerleading, Basketball
Cave Spring American	Baseball
Cave Spring National	Baseball
Glenvar Recreation Club	Baseball, Football, Cheerleading, Soccer, Basketball, Girls Softball
Hidden Valley Youth Sports Association, Inc	Football, Cheerleading, Basketball
Masons Cove Recreation Club	Baseball, Cheerleading, Soccer, Basketball, Girls Softball
Mount Pleasant Recreation Club	Baseball, Cheerleading, Soccer, Basketball, Girls Softball
South County Softball League	Girls Softball
Southwest County Soccer	Soccer
Vinton Recreation Club	Baseball, Football, Cheerleading, Soccer, Basketball, Girls Softball

**ROANOKE COUNTY PARKS AND RECREATION
RECREATION CLUB BOUNDARY LINES**

*All club boundaries are based on Roanoke County Elementary School District boundaries. Boundaries are applied to the residence of the participant not the school they attend.

<u>Recreation Clubs</u>	<u>Boundaries are the same as the following school zones</u>
Mount Pleasant	Mount Pleasant Elementary
Vinton	Herman L. Horn Elementary Roland E. Cook Elementary W.E. Cundiff Elementary
North Roanoke	Mountain View Elementary Burlington Elementary Glen Cove Elementary
Mason Cove	Mason Cove Elementary
Glenvar	Glenvar Elementary Fort Lewis Elementary
Cave Spring	
Cave Spring American	Residency west of Route 221 may include the following schools: Oak Grove Elementary Bent Mountain Elementary
Cave Spring National	Residency east of Rt. 221 may include the following schools: Clearbrook Elementary Cave Spring Elementary Penn Forest Elementary Green Valley Elementary Back Creek Elementary
South Co. Softball League, Cave Spring Rec. and Southwest Co. Soccer	Green Valley Elementary Oak Grove Elementary Bent Mountain Elementary Clearbrook Elementary Cave Spring Elementary Penn Forest Elementary Back Creek Elementary
Hidden Valley Youth Sports Association	Hidden Valley High School feeder district



SW County Recreation Sports

A Guide For Southwest Roanoke County's Youth Athletes

Open Letter from SW County Recreation Club Presidents

**Mandatory meeting, Sunday, May 19, 2002,
at the Brambleton Teen Center at 7 PM.**

Dear Parents and Children of Southwest County,

Spring is here and as members of the Cave Spring Community we are beginning to see many changes taking place within our community and schools. Some changes will be fast, others will be implemented slowly and some will remain unchanged. With the new Hidden Valley High School set to open this fall, the children of Cave Spring and Hidden Valley will face off as rivalries on the athletic playing fields. The Cave Spring Recreation Foundation and Hidden Valley Youth Sports Association, Inc. have worked hand in hand with Roanoke County Parks, Recreation and Tourism to implement a plan of transition for the parents and children of Southwest County. So for the first time, beginning with the Fall 2002 football and cheerleading season, some participants will carry the Hidden Valley name and wear blue and gold while others will continue as Cave Spring and wear red and black.

The transition plan, as outlined in this newsletter, will allow the newly sanctioned Hidden Valley Youth Sports Association, Inc. to operate within the Cave Spring Recreation Foundation for a period of time. During this time, members of the HVYSA and CSRFF will work closely together to ensure a smooth transition into an eventual separation of the organizations. While change is hard for everyone, we are in hopes that this plan will allow all of us to adjust to the change while still serving the best interests of the children of Southwest Roanoke County. We believe both organizations, working together, can raise the standard of excellence for youth athletics that has been a characteristic of the Cave Spring Recreation Foundation for many years.

To better understand the changes that are occurring we are requesting each of you to attend a MANDATORY meeting of the Cave Spring Recreational Foundation and Hidden Valley Youth Sports Association, Inc. on Sunday, May 19, 2002, at the Brambleton Teen Center at 7 PM.

We would like to take this opportunity to thank the parents and children for their patience, dedication and most of all, their continued participation. Without you, organizations like these do not exist. We look forward to serving you in the future.

Sincerely,

Barbara Sharrer
President, CSRFF

Mark Dudley
President, HVYSA

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For More Information About Roanoke County's Youth Athletics Program or Recreational Sports in your Community, call Roanoke County Parks, Recreation and Tourism at (540) 387-6078.

Fall 2002 Football and Cheerleading Teams & Coaches

CHEERLEADING

HV Titans (Biddy)	Amy Jesse
HV Titans (Junior League)	Suzi Neighbors
Patriots	Rossi Fitzwater
Crusaders	Angie Mitchell
Falcons	Trina Parker

FOOTBALL

Titans (Biddy)	Jamie Beheler
Rebels (PeeWee)	Danny Brabham
Falcons (PeeWee)	Alan Woodrum
Stampede (Little League)	Armondo Castro
Vikings (Little League)	Kirk Martin
Crusaders (Little League)	EJ Moses
CS Knights (Jr. League)	Butch Osborne
HV Titans (Jr. League)	Bobby Jones

A MANDATORY informational meeting of the Cave Spring Recreational Foundation and Hidden Valley Youth Sports Association, Inc. will be held Sunday, May 19, 2002, at the Brambleton Teen Center at 7 PM.

The Transition Plan

An Introduction By The Director of Roanoke County's Parks, Recreation and Tourism Department

On April 23, 2002, the Board of Supervisors approved a transition plan to separate football, basketball, wrestling, and cheerleading from the Cave Spring Recreation Foundation that allows for the recognition and sanctioning of the Hidden Valley Youth Sports Association by Roanoke County. The Hidden Valley Youth Sports Association was formed to offer football, basketball, cheerleading, and wrestling to the feeder schools of the new Hidden Valley High School and to help create the community spirit, identity, and traditions that go with the opening of a new High School. It is our belief this plan will allow for the orderly growth and development of the Hidden Valley Youth Sports Association, while maintaining the integrity of the Cave Spring Recreation Foundation's existing players and teams.

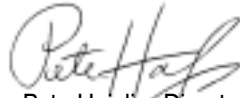
While this is an exciting opportunity for the students of the Hidden Valley area, it is important that we recognize and acknowledge the cooperation and support of the Cave Spring Recreation Foundation in helping to make this club a reality. The Foundation has offered youth sports in South County for 42 years and has had a positive impact on the lives of thousands of children. It is impossible to overestimate the value this Foundation has had through its involvement in all areas of

the community, including its many financial contributions to south county schools, its scholarship program, park and field improvements, and numerous other projects dedicated to the development of the community's youth.

In order to transition to a new Club it is important that everyone understand the timing and process involved. That information is outlined in detail within this newsletter. I would like to stress that this plan was developed to create as little impact on the children as possible. However, we know there will be many questions and I would ask for your cooperation and patience as we move through this process. I would also encourage you to call either Debbie Pitts or myself at any time if you have questions.

Again, I would like to thank the Cave Spring Recreation Foundation and the Hidden Valley Youth Recreation Association for their interest in the children of Roanoke County.

Sincerely,



Pete Haislip, Director
Roanoke County Parks, Recreation and Tourism

TRANSITION PLAN OVERVIEW

The agreement between Roanoke County Parks, Recreation, & Tourism, the Cave Spring Recreation Foundation, and the Hidden Valley Youth Sports Association, Inc. is a four-year transition plan for the eventual separation of the clubs into two separate clubs serving the Cave Spring High School and Hidden Valley High School districts. This plan provides for a smooth transition that gives both groups the identity they desire while maintaining the quality youth sports program that you and your children expect. The plan addresses:

- How teams will be formed
- How facilities will be scheduled and developed
- How revenue and expenses will be handled
- How we will work together to communicate the changes to the affected communities
- Leading to the eventual separation of the clubs in April, 2005

The transition plan was submitted and approved by the Parks and Recreation Advisory Commission at their regular meeting on April 18, 2002. The Roanoke County Board of Supervisors approved the plan at their April 23, 2002 meeting. Both the Hidden Valley and Cave Spring clubs' have approved the agreement and are working together to make the transition a positive and smooth experience for the community. The Parks and Recreation Department and the Advisory Committee will continue to work with these groups during the transition.

Please feel free to contact Debbie Pitts, Assistant Director of Recreation, at 387-6078 ext. 252 or by email at dpitts@co.roanoke.va.us if you have questions.

- Everyone involved in the development of the transition plan unanimously agreed that a separation of the HV and CS clubs would happen sometime in the future.
- The Hidden Valley Youth Sports Association, Inc. will operate within the Cave Spring Recreation Foundation for up to a **three-year transition period** to allow both clubs to work toward an eventual separation of the clubs.
- **Separation of the Clubs** will occur with the election of officers for both groups at the beginning of year 4 (on or about April 2005), unless a majority agreement from the clubs, with input from the community, decides that it is not in the best interest of the clubs or community to separate.
- Roanoke County Parks, Recreation, & Tourism Department **will sanction** Hidden Valley Youth Sports Association, Inc. in accordance with a transition plan adopted by CS and HV.
- **Capital funds** raised through donations shall be held in separate bank accounts under the respective clubs control.
- **Operating funds**, defined as fees paid by the team players, shall be pooled to cover the cost associated with outfitting teams and direct expenses related to operating the teams, games and practices.
- HV and CS understand that Roanoke County Parks, Recreation, & Tourism **athletic fields for football and gymnasiums for basketball** will continue to be shared by both clubs with scheduling for use coordinated through the recreation department.

TRANSITION PLAN OVERVIEW (continued)

- Development of **new facilities** by either HV or CS shall be coordinated through Roanoke County Parks, Recreation, & Tourism.
- It is the policy of the Roanoke County Parks, Recreation, & Tourism Department to allow **aging-out** when boundary or club changes cause children to leave a program they have been involved in. This policy allows youth who started with CS to continue in the CS program if they and their siblings desire until he/she ages out of the program. The aging-out applies to the specific sport/s they played in the previous season. Roanoke County Parks, Recreation, & Tourism will enforce this policy during this transition agreement.

- Roanoke County Parks, Recreation, & Tourism, with help from the Cave Spring Recreation Foundation and the Hidden Valley Youth Sports Association, Inc., will produce and mail a **Transition Plan Newsletter** to the participants in the southwest county area to explain the changes.
- The Cave Spring and Hidden Valley **Transition Team** agrees to meet at least once per month during the transition period to coordinate, review, and implement the transition plan. The transition team must review all public information before releasing.

THE FOOTBALL PROGRAM WILL BE TRANSITIONED AS FOLLOWS:

Year 1 (2002): HV will have one Junior League football team and will pay for the new uniforms. CS will provide the equipment for the team. There will also be one team from each division represented in the name and colors of Hidden Valley High School. Hidden Valley Youth Sports Association, Inc. will be responsible for the purchase of uniforms for those teams in blue and gold. All fees will go to Cave Spring Recreation Foundation.

The Junior League will have one (1) team consisting of players residing in the Hidden Valley High School feeder school district and one (1) team with players residing in the Cave Spring High School feeder school district. The teams will be wearing the uniform colors representing the high school they represent. Hidden Valley Youth Sports Association, Inc. coaches will coach the Hidden Valley Junior League team.

For the 2002 youth football season there will be one team in each division wearing blue and gold. The Hidden Valley Youth Sports Association, Inc. will order and pay for blue and gold uniforms for all teams to be dressed in blue and gold. This shall include the cheerleaders. Cave Spring Recreation Foundation will provide and pay for all equipment for teams.

For the 2002 youth football season the Little, Pee Wee, and Biddie leagues will not be separated by school districts. The players will be combined using the same draft system used by the Cave Spring Recreation Foundation. However, one team from each division will wear blue and gold uniforms.

If 80 (eighty) children register for the Little League football program, a 4th little league team will be created. If a 4th Little League team is developed, Hidden Valley coach, Jimmy King, will coach that team.

Year 2 (2003): In addition to the existing Junior League football team a minimum of one Little League football team will be split by school districts with Hidden Valley Youth Sports Association, Inc. purchasing the uniforms and Cave Spring Recreation Foundation providing the equipment. Hidden Valley Junior League team fees will go to the Hidden Valley Youth Sports Association. The other team fees will go to the Cave Spring Recreation Foundation. Beginning with year two (2003) of this transition agreement, revenue generated by the sale of Benefit Game tickets shall be separated on a per player ratio, based on the number of players on the HV teams and the CS teams in accordance with the team divisions established in this document. It will then be divided between the Hidden Valley Youth Sports Association, Inc. and the Cave Spring Recreation Foundation to support the projects of the clubs.

Year 3 (2004): In addition to the HV Junior and HV Little League teams already established, there will be a minimum of one Pee Wee team split by school districts. Hidden Valley Youth Sports Association, Inc. to provide uniforms and the equipment for those teams. Team fees for Cave Spring teams will go to Cave Spring Recreation Foundation. Team fees for Hidden Valley teams will go to the Hidden Valley Youth Sports Association, Inc.

Year 4 (2005): Both clubs will re-evaluate the separation of the clubs and present an updated plan addressing the separation, combination, or additional transition period for the future.

WRESTLING TRANSITION: Jimmy King agreed to coordinate the **Wrestling Program** for both HV and CS. Wrestling is not a sanctioned sport of the Roanoke County Parks, Recreation, & Tourism Department.

CHEERLEADING TRANSITION WILL BE AS FOLLOWS:

Sign-ups and formation of teams will be handled as per the transition plan established for the football program. Both clubs agreed that Roanoke County Parks, Recreation, and Tourism cheerleading rules and regulations should be enforced in the formation of cheerleading teams. Crossing of age brackets and underage mascots rules were the greatest concern for the clubs.



1206 Kessler Mill Road
Salem, VA 24153
Tel. (540) 387-6078

PRSRT STD
US POSTAGE
PAID
PERMIT NO. 78
ROANOKE, VA

THE BASKETBALL PROGRAM WILL BE TRANSITIONED AS FOLLOWS:

The completed logistics plan for the basketball program will need to be completed by July 31, 2002. Basketball sign-ups start in October 2002 with practices beginning on November 15, 2002. However, the clubs decided that it is the intent of this agreement to separate the program as follows:

Year 1 (2002): The CS and HV clubs will hold joint sign-ups for basketball to create one league divided by two divisions. One division will represent HV and one division will represent CS. The divisions will be formed based on the residency of the participants. Those children residing in the HV High School district will form HV teams; those children residing in the CS High School district will form CS teams. The Senior League teams will not be divided by residency until sufficient numbers of players exist to create HV and CS divisions. The Senior League will be formed as a joint team for SW County. The coaches from both clubs will form a pool of coaches to be assigned to teams in both divisions (HV & CS). All teams will

be re-drafted. Cave Spring Recreation Foundation will collect all registration fees and pay all expenses for the basketball program. The net operating revenue will be split between CS and HV based on the number of participants per district.

Year 2 (2003): The basketball program will separate into two clubs sponsored by the Hidden Valley Youth Sports Association, Inc. and the Cave Spring Recreation Foundation. Each club will be responsible for their program, including publicity, sign-ups, coaches, collection of fees, and paying expenses. However, both clubs agree that it is in the best interest of the community to hold sign-ups jointly to provide better customer service and communication.

A MANDATORY informational meeting of the Cave Spring Recreational Foundation and Hidden Valley Youth Sports Association, Inc. will be held Sunday, May 19, 2002, at the Brambleton Teen Center at 7 PM.

Contact Numbers

Please call us with
your questions,
comments or concerns.

Cave Spring Recreational Foundation	(540) 989-1643
Hidden Valley Youth Sports Association, Inc.	(540) 774-8191
Roanoke County Parks, Recreation and Tourism	(540) 387-6078
Debbie Pitts, Assistant Director of Recreation	(540) 387-6078 Ext. 252
Pete Haislip, Director	(540) 387-6078 Ext. 241

ROANOKE COUNTY PARKS AND RECREATION DEPARTMENT
ATHLETIC PROGRAM SANCTIONING
APPLICATION

Organization: _____

Sport: _____ Youth ☐ Adult ☐

Contact Person: _____

Title: _____ Day Phone: _____

Address: _____
Street City State Zip

Description of Program - Please provide below a complete description of the type of program you are offering, including anticipated number of participants, number and type of facilities required, overall cost of program, and how the program will be funded.

Department Use Only	Reviewed by: _____ Date: _____
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments: _____
Agreement Date:	_____
From: _____ To: _____	_____
Director: _____	_____

ROANOKE COUNTY PARKS AND RECREATION

ATHLETIC PROGRAM SANCTIONING RENEWAL FORM

Program Name:_____

Program Type:_____

Contact Person:_____ Day Phone:_____

Address:_____

Check all that apply:

☐ The sanctioned program listed above has not changed from the status under which it was originally sanctioned.

☐ Organization has general liability insurance

☐ Organization chooses to operate without liability insurance

☐ The sanctioned program listed above has changed from the status underwhich it was originally sanctioned, as follows: (Please attach copies of any referenced documents that have changed)

Department Use Only	Reviewed by:_____ Date:_____
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:_____
Agreement Date:	
From:_____ To:_____	
Director:_____	

Roanoke County Travel Assistance Program

Purpose: To provide financial assistance to Roanoke County sponsored groups, youth athletic teams, or individuals, for travel to and from Roanoke County sanctioned tournaments or events.

Funding Limits: A maximum of \$300.00 per team, with a limit of one grant per team per year. Individuals representing Roanoke County in qualifying events are eligible for a maximum of \$100.00, with a limit of one grant per year. Assistance is limited to availability of budgeted funds.

Eligibility Requirements:

1. Athletic teams requesting funds must be sanctioned according to policies outlined in the Roanoke County Parks and Recreation Community Use Manual for Sports Organizations and Community Users or be part of a sponsored Roanoke County Parks and Recreation program.
2. Requests for travel funds to athletic tournaments shall be for winners of Virginia State Tournaments that are an extension of the Roanoke County sanctioned recreation league play for that season.
3. Organized groups, teams or individuals participating in non-athletic programs or events must have competed in a state level qualifying competition that is an extension of or part of a Roanoke County or Roanoke County School sponsored program. Programs or events which are invitational or having an open registration policy do not qualify for grants in this program.
4. The tournament or event must be located a minimum of 200 miles from Roanoke County and require overnight stay.
5. Applicants must be residents of Roanoke County, or attend a Roanoke County Public School and meet the established non-resident participation policy.

Application Procedures: Teams or individuals who meet the eligibility requirements, and are participating in a qualifying program, should complete and submit a grant application to the Roanoke County Parks and Recreation Department 10 days in advance of the event to allow the preparation of the check for the grant. Applications received and approved less than 10 days in advance of the event will result in reimbursement to the individual or group after the event. The Director of Parks and Recreation, or his designee, is authorized to approve applications.

§



**ATHLETIC TEAMS INTERLOCKING
WITH ROANOKE COUNTY
LIABILITY RELEASE FORM**

FOR SEASON: _____ YEAR _____

I, _____, residing at (address) _____
(city) _____ (state) _____ (zip) _____ and head coach
or _____ (title) of _____ team in
the sport of _____, hereby agree to release the County of
Roanoke, its Department of Parks, Recreation and Tourism, its agents and employees,
all officials and representatives, and all other teams from any liability for personal injury
or property damage arising from the aforementioned team's participation at or on
Roanoke County property.

I further agree to hold harmless and indemnify the County of Roanoke, its agents
and employees from any claims, costs or expenses, which might arise out of the
participation by this team in organized sports.

Signature

Date

Witness

Date



Application for Youth Athletic Non-County Sports Pass

PLEASE PRINT ALL INFORMATION

_____ **Number Registering. One Year Non-County sports Pass \$50.00/per participant.**

Please list all participants that are applying for the one-year non-county sports pass.

1. _____
Name _____ Date of Birth _____ School Attending _____
2. _____
Name _____ Date of Birth _____ School Attending _____
3. _____
Name _____ Date of Birth _____ School Attending _____

Address _____

City/State/Zip _____

Hone Phone Number _____ Emergency Number _____

Recreation Club Playing for: _____

Parents/Guardian Signature

Date

**Please mail application and make check payable to:
Roanoke County Parks, Recreation and Tourism
1206 Kessler Mill Road
Salem, VA 24153
(540) 387-6078 ext 252**


Office Use Only

Permit # _____

Total \$ _____

Receipt # _____

**ROANOKE COUNTY PARKS, RECREATION & TOURISM
YOUTH ATHLETIC NON-RESIDENT SPORTS PASS**

<hr/>		
Name	Birthdate	
<hr/>		
Address	City	Zip
<hr/>		
Home Phone		Recreation Club
<hr/>		
Card #	Expires	
<hr/>	<hr/>	

**ROANOKE COUNTY SCHOOLS
AAU FACILITY PERMIT APPLICATION**

ORGANIZATION: _____

DATE: _____

PROGRAM/SPORT: _____

The Parks and Recreation Department will review these request to determine if the date's conflict with the Parks and Recreation Department's priority use of school facilities for County sponsored recreation programs.

Each club must have Liability Insurance (See #4 of Procedures) on the children, coaches and the facility and will not hold Roanoke County Schools responsible for any personal injury or property damage. A certificate of insurance must be provided to Roanoke County Schools, naming Roanoke County Schools as additionally insured. The club must pay for all custodians and supervisors requested by the Roanoke County School Administration. Officials, scorekeepers, and scheduling costs are the responsibility of the club. Pay rates for custodians and supervisors will be set by Roanoke County School Board policy. Each club must have a representative responsible for coordinating their programs.

The following must be completed by the AAU club and the school representative prior to submission to Parks and Recreation Department.

SCHOOL	FACILITY (gym, field, room, etc.)	DATE/S OF USAGE	TIMES	
			From	To

ORGANIZATION REPRESENTATIVE

TITLE

ADDRESS

PHONE

Roanoke County Parks & Recreation Dept.

TITLE

ADDRESS

PHONE

SCHOOL ADMIN. REPRESENTATIVE

TITLE

ADDRESS

PHONE

APPROVED _____ DENIED

REASON: _____

SUPR. OF ADMINISTRATIVE SERVICES
RKE. CO. SCHOOLS

Roanoke County Schools Flyer/Information Distribution Policy

The following is the policy for the distribution of information and fliers through the schools. The process of gaining approval and having information sent home with the students is:

1. A copy of the information must be sent to Dr. Jim Gallion, Assistant Superintendent of Schools, by mail, fax, or e-mail for approval. A letter of approval will be sent back (about a 2 week turnaround time) with the document and the principals will be notified.
2. Package the letters into bundles of 25/one for each classroom/one bundle per school.
3. Take the bundles **with a copy of the approved letter** to the schools for distribution. You can then deliver the bundles yourself, but they **must** have the approval letter.

OR

4. You can also handle this process through the Parks, Recreation and Tourism office. Bring the flyer(s) to be distributed to Star or Bob and after it is approved and returned to our office by Dr. Jim Gallion you will be asked to bundle your flyers in groups of 25 with a label on them for which schools you want them delivered to. Bring the packages for each school to our offices at Kessler Mill and our courier will deliver them to the school board office for delivery to the schools.
5. For the middle and high schools, it would be better to print 11" x 17" poster than fliers.
6. If you write the "script" and have it approved, information will be read on the morning announcements at the high and middle schools.

You can send the fliers or information for approval to:

Dr. James Gallion

jgallion@co.roanoke.va.us or jgallion@rcs.k12.va.us

5937 Cove Road

Roanoke, VA 24019

Phone: 562-3742

Fax: 562-3994

ROANOKE COUNTY PARKS AND RECREATION

Ordinance Regulating Conduct in Public Parks of Roanoke County



CODE County of ROANOKE, VIRGINIA Codified through Ord. No. 031202-6, adopted March 12, 2002. (Supplement No. 7)

Chapter 15 PARKS AND RECREATION*

Sec. 15-1. Title.

This chapter shall be known and may be cited as the "Ordinance Regulating Conduct in Public Parks of Roanoke County."

(Ord. No. 42589-8, § 1, 4-25-89)

Sec. 15-2. Definitions.

For the purpose of this chapter, the following terms, phrases, words, and their derivation shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words used in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

Closed hours means the hours from 11:00 p.m. until 6:00 a.m. the following day.

County is the County of Roanoke, Virginia.

Department when used hereinafter is defined as the department of parks and recreation for the County of Roanoke.

Director means the director of parks and recreation and includes any person whom the director designates to act for the director hereunder.

Park and other areas, now or in the future operated and maintained by the County of Roanoke Department of Parks and Recreation, are defined to mean parks, public lands, playgrounds, recreation fields, museums, buildings, lakes, streams, lagoons, water areas, and submerged lands, and all public service facilities located on or in grounds, waters, buildings and structures in Roanoke County which are under the control of or assigned for upkeep, maintenance or operation by the County of Roanoke, Department of Parks and Recreation; including property of the Roanoke County School Board.

Park attendants means all full-time employees of the department of parks and recreation and any part-time or temporary employees of the department specifically authorized by the director to enforce the requirements of this chapter.

Parking means the standing of a vehicle, whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading.

Permit is any written license issued by or under the authority of the director of parks and recreation permitting the performance of a specified act or acts.

Person is any person, firm, partnership, association, corporation, company, or organization of any kind.

Police officer means all officers of the Roanoke County Police Department, including the chief of police, and all properly trained and deputized law enforcement officers of the Roanoke County Sheriff's Department and any law enforcement officer legally empowered to issue warrants of arrest or summons within the County of Roanoke.

Vehicle means every device in, upon, or by which any person or property may be transported upon a highway, except devices moved by power collected from overhead electric trolley wires,

or used exclusively upon stationary rails or tracks, and except devices other than bicycles moved by human power.

(Ord. No. 42589-8, § 1, 4-25-89; Ord. No. 62690-8, § 8, 6-26-90)

Sec. 15-3. Division of parks and recreation established; position of director created.

A department of parks and recreation is hereby established and the position of director of such department is hereby created.

(Ord. No. 42589-8, § 1, 4-25-89)

Sec. 15-4. Conduct of county recreation programs.

The department of parks and recreation shall conduct the recreation programs of the county, as directed by the board of supervisors or the county administrator.

(Ord. No. 42589-8, § 1, 4-25-89)

Sec. 15-5. Park property. No person in a park shall:

(1) Property:

- a. Disfiguration and removal. Willfully mark, deface, disfigure, injure, tamper with or displace or remove any building, bridges, tables, benches, fireplace, railings, tree guards, paving or paving material, public utilities or parts or appurtenances thereof, signs, notices or placards (whether temporary or permanent), monuments, stakes, posts or other boundary markers, or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.
- b. Restrooms and washrooms. Fail to maintain restrooms and washrooms in as neat and sanitary a condition as prior to such person's use, nor shall any person over the age of five (5) years use the restrooms and washrooms designated for the opposite sex.
- c. Removal of natural resources. Dig or remove any sand, soil, rock, stones, water, trees, shrubs or plants, downed timber or other wood or materials, or make any excavation by tool, equipment, blasting or other means or agency.
- d. Erection of structures. Construct or erect any building structure or utility service of whatever kind, whether permanent or temporary in character in any park except by special written permit issued hereunder.

Sec. 15-5.1. Public trees.

- (a) Purpose. It is the purpose of this section to promote and protect the public health, safety, and general welfare by providing for the regulation of the planting and removal of trees on public property.

Further, it is the purpose of this section to enhance the quality of life in the county by protecting trees and by minimizing the loss of tree coverage on public properties.

(b) Definitions. The following terms, when used in this section, shall have the meanings ascribed to them in this subsection, unless context clearly indicates a different meaning:

Diameter-at-breast-height shall be the tree trunk diameter measured in inches at a height of four and one-half (4.5) feet above the ground.

Dripline shall mean a vertical line extending from the outermost edge of the tree canopy or shrub branch to the ground.

Public property shall include all lands owned by the county, including but not limited to public parks and property of other county buildings and facilities, and includes all greenway easements donated to or owned by the county. The term "public property" shall exclude public streets and public utility, drainage and storm water easements and county water and sewer easements.

Public utility company shall mean any corporation, company, individual, association or cooperative that is a "public utility" as defined in section 56-232 of the Code of Virginia, 1950, as amended.

Topping is defined as the severe cutting back of limbs to stubs within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

Tree shall mean any self-supporting woody plant, usually having a single, main woody trunk and producing a more or less distinct and elevated head with many branches. For the purposes of this section, a tree shall have a diameter-at-breast-height of four inches or more.

Tree committee shall mean committee appointed by the county administrator to develop uniform standards for implementing the provisions of this section.

(c) Applicability. This section provides full power and authority over all trees located on public property.

(d) Authorization required.

(1) It shall be unlawful for any person to plant, remove, destroy, harm or otherwise disturb any tree on public property without first receiving written approval from the tree committee.

(2) In the case of emergencies, such as windstorms, ice storms, or other disasters, written approval may be waived by the tree committee during the emergency period so as not to hamper work to restore order to the county.

(e) Abuse or mutilation of public trees or shrubs. Unless specifically authorized by the tree committee, it shall be unlawful for any person to intentionally damage, cut, carve, transplant, or remove any tree on public property; attach any nails, advertising posters, or other contrivance to any tree on public property; allow any gas, liquid or solid substance which is harmful to such trees to come in contact with them; or set fire or permit any fire to burn when such fire or the heat thereof will injure any portion of any tree on public property.

- (f) Protection of trees. Trees that are to remain after construction of public buildings, facilities, driveways, roads, utilities or other below or above ground public structures must be protected from construction activities and heavy equipment to ensure their survival.

(1) The tree committee shall establish guidelines for trees that are to remain on public property and that are within or in close proximity to the immediate construction activity area.

(2) No person, including public utility companies and county departments, shall excavate any ditches, tunnels, trenches or lay any driveway or street within a radius of ten (10) feet from any tree on public property without first obtaining written approval from the tree committee. This provision does not apply to the maintenance and repair of existing public utility and county water and sewer utility facilities.

(3) All trees on public property shall be pruned or trimmed only in accordance with the standards established by the National Arborist Association, entitled "Pruning Standards for Shade Trees," as revised in 1988. This includes all public utility companies and county departments or their subcontractors involved in maintenance on county property or easements.

(4) It shall be unlawful for any person, firm, or county department to top any tree on public property. Trees severely damaged by wind, ice or snow storms or other disasters may be exempted from this section at the determination of the tree committee.

- (g) Enforcement. The tree committee shall have the general powers and duties to:

(1) Direct, manage, supervise and control the planting, removal, and protection of all trees on public property.

(2) Protect all trees on public property so as to prevent the spread of disease or pests and to eliminate dangerous conditions which may affect the health, life or safety of persons or property.

(3) Require the preparation of a tree protection plan for county construction projects, when deemed appropriate and necessary.

(4) Administer the provisions of this article.

(Ord. No. 121697-9, § 1, 12-16-97)

Sec. 15-6. Sanitation.

No person in a park shall:

(1) Pollution of waters. Throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, bay or other body of water in or adjacent to any park

or any tributary, stream, storm sewer, or drain flowing into such waters, any substance, matter or thing, liquid or solid, which will or may result in the pollution or littering of said waters.

(2) Rubbish and refuse matter. Bring in or shall dump, lay, cast, drop, discharge, deposit or leave any bottles, broken glass, ashes, cinders, paper, boxes, cans, dirt, rubbish, waste, garbage or refuse, or any other trash. No such refuse or trash shall be placed in any water in or contiguous to any park, or left anywhere on the grounds thereof, but shall be placed in the proper receptacles where these are provided; where receptacles are not so provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere.

(Ord. No. 42589-8, § 1, 4-25-89)

Sec. 15-7. Traffic. No person in a park shall:

(1) Motor vehicle laws apply. Fail to comply with all applicable provisions of the state and county motor vehicle traffic laws in regard to equipment and operation of vehicles together with such regulations as are contained in this and other ordinances.

(2) Enforcement of traffic regulations. Fail to obey any police officer and park attendants who are hereby authorized and instructed to direct traffic whenever and wherever needed in the parks and on the highways, streets or roads immediately adjacent thereto in accordance with the provisions of these regulations and such supplementary regulations as may be issued subsequently by the director.

(3) Obey traffic signs. Fail to observe all traffic signs indicating speed, direction, caution, stopping or parking and all others posted for property control and to safeguard life and property.

(4) Speed of vehicles. Ride or drive a vehicle at a rate of speed exceeding fifteen (15) miles per hour, except upon such park roads as the county may designate, by posted signs, for other speed limits.

(5) Operation confined to roads. Drive any vehicle on any area except the paved park roads or parking areas, or such other areas as may on occasion be specifically designated as temporary parking areas by the director.

(6) Snowmobiles, etc. Operate in any park or recreation area snowmobiles, hovercraft, minibikes, motorcycles, go-carts, ATVs, mopeds or any other vehicles except in areas specifically designated by the director for such use.

(7) Trucks and commercial vehicles. Shall operate in or through any park, any trucks or commercial vehicles with a gross weight in excess of five (5) tons, except for the delivery of the load thereon for use in such parks as expressly approved by the director.

(8) Parking.

a. Designated areas. Park a vehicle in other than an established or designated area, and such use shall be in accordance with the instructions of any park attendant or police officer who may be present.

b. Prohibited activities. Park a vehicle in a park for the expressed purpose of washing, repairing or maintaining the same.

c. Double parking. Double park any vehicle on any road or parkway unless directed by a park attendant or police officer.

(9) Bicycles.

- a. Confined to roads. Ride a bicycle on other than a vehicular road or path designated for that purpose. A bicyclist shall be permitted to wheel or push a bicycle by hand over any grassy or wooded trail or any paved area reserved for pedestrian use.
- b. Designated racks. Leave a bicycle in a place other than a bicycle rack when such is provided and there is a space available.

(Ord. No. 42589-8, § 1, 4-25-89; Ord. No. 62690-8, § 8, 6-26-90)

Sec. 15-8. Prohibited uses of parks. No person in a park shall:

- (1) Distribution or display. Post, paint, affix, distribute, handout, deliver, place, cast, or leave about any bill, billboard, placard, ticket, handbill, circular, or advertisement; display any flag, banner, transparency, target, sign, placard or any other matter for advertising purposes; operate any musical instrument for advertising purposes or for the purpose of attracting attention to any exhibit, show, performance, or other display unless expressly authorized through permit by the director pursuant to section 15-11.
- (2) Contributions. Solicit contributions for any purpose.
- (3) Bathing and swimming.
 - a. Designated areas. Swim, bathe, wade in any waters or waterways in any park, except in such waters and in such places as are provided therefor, and in compliance with such regulations as are herein set forth or may be hereinafter adopted. Nor shall any person frequent any waters or places customarily designated for the purpose of swimming or bathing, or congregate thereat when such activity is prohibited by the director upon a finding that such use of the water would be dangerous to public health or welfare.
 - b. Erection of tent shelter or structure. Erect or cause to be erected any tent, shelter or structure on, or in any beach, bathing or wading area in such a manner that a guy wire, rope, extension, brace or support connected or fastened from any such structure to any other such structure, stake, rock or other object is necessary, nor shall any other such structure, tent or shelter lack an unobstructed view of the interior from at least two (2) sides.
 - c. Certain hours. Frequent any waters or places designated for the purpose of swimming or bathing, or congregate thereat, except between such hours of the day as shall be designated by the director for such purposes for each individual area.
 - d. Bath houses. Dress or undress in any vehicle, toilet or other place, except in such bathing houses or structures as may be provided for that purpose.
- (4) Boating.
 - a. Designated areas. Bring into or operate any boat, raft, or other watercraft, whether motor powered or not, upon any waters except at places designated for boating by the director. Such activity shall be in accordance with applicable regulations as are now or may hereinafter be adopted.
 - b. Operation of boats. Navigate, operate, direct or handle any boat in violation of federal, state or local laws pertaining to the operation of boats.
 - c. Prohibition during closing hours. Launch, dock or operated any boat of any kind on any waters during the closed hours, nor shall any person be on or remain on or in any boat during said closed hours of the park.
- (5) Fishing.

- a. Commercial fishing. Commercial fishing, buying or selling of fish caught in any park waters is forbidden.
 - b. Designated areas. Fish in any park waters, whether by the use of hook-and-line, net trap, spear, gig, or other device, except in such waters thereof as are or may be designated by the director for that use and under such regulations and restrictions as have been or may be prescribed by said department.
- (6) Hunting and firearms. Hunt, trap or pursue wildlife at any time. Trapping may be authorized, by permit, when it is deemed by the director that said activity is in the best interest of public health, safety and/or welfare. No person shall within a park use, carry or possess firearms of any description, or air rifles, spring guns, bow and arrows, slings or any other forms of weapons potentially dangerous to wildlife and to human safety or any instrument that can be loaded with and fire blank cartridges, or any kind of trapping device. Shooting into park areas from beyond park property boundaries is forbidden.
- (7) Picnic areas and use.
- a. Regulated. Picnic in a place other than those designated for that purpose. Park attendants shall have the authority to regulate the activities in such areas when necessary to prevent congestion and to secure the maximum use for the comfort and convenience of all. Visitors shall comply with any directions given by park attendants to achieve this end.
 - b. Availability. Fail to observe the policy that use of the individual fireplaces together with tables and benches shall follow the rule of "first come, first served."
 - c. Duty of picnicker. Leave a picnic area before the fire is completely extinguished and before all trash in the nature of boxes, papers, cans, bottles, garbage and other refuse is placed in the disposal receptacles where provided. If no such trash receptacles are available, then refuse and trash shall be carried away from the park area by the picnicker to be properly disposed of elsewhere.
 - d. Nonexclusive. Use any portion of the park areas or of any of the buildings or structures therein without a permit issued by the director, for the purpose of holding activities to the exclusion of other persons, nor shall any person use such area and facilities for an unreasonable time if the facilities are crowded.
 - e. Reservations. Reservations for shelters only may be obtained by paying a fee, as determined by the department of parks and recreation for exclusive use during said time period. Permits will be issued upon payment of fee and must be in the possession of users to be valid.
- (8) Camping. Set up tents, shacks, or any other temporary shelter for the purpose of camping without a permit from the director, nor shall any person leave during closed hours any

equipment, structure or vehicle to be used or that could be used for such purposes, such as house trailer, camp trailer, camp wagon or the like.

(9) Games. Take part in or organize any recreational activity or the playing of any games except in areas set apart therefor.

(10) Horseback riding. Ride, drive, or lead a horse except on park drives or trails, as designated by the director. Where permitted, horses shall be thoroughly broken and properly restrained, and ridden with due care, and shall not be allowed to graze or go unattended, nor be hitched to any rock, tree and shrub. No hooved animals will be allowed on turf areas.

(11) Missiles and fireworks. Carry, shoot, fire, explode or throw any fireworks, firecrackers, rockets, torpedoes or missiles of any kind in any park without a permit from the director.

(12) Photography. Without prior written authorization by the director, make still or moving pictures that involve the use of special settings, structures, lighting or apparatus, or the performance of a cast of persons, either amateur or professional, or the posting of professional models; said written permission may be issued only when such activities will permit normal use of park facilities by other visitors. However, the provisions of this section do not in any way restrict the use of cameras by amateur photographers.

(Ord. No. 42589-8, § 1, 4-25-89)

Sec. 15-9. Meetings and concessions. No person shall:

(1) Hold or take part in any public meeting or event, religious, political, charitable or otherwise, including picnic parties and entertainment for charitable or religious purposes, in any public park without first obtaining permission from the director. Such assemblages shall be conducted in a lawful and orderly manner; and shall occupy such grounds and facilities as may be assigned to or reserved for them.

(2) Sell or offer for sale any food, beverage, refreshment or any article or service whatsoever in any park or recreation facility except by concessionaires under contract with the county or by nonprofit, charitable or religious groups, authorized by permit from the director.

(Ord. No. 42589-8, § 1, 4-25-89)

Sec. 15-10. Behavior. No person in any park shall:

(1) Intoxication. Enter upon or be in or remain in a park or recreation facility while under the influence of alcoholic beverages or any controlled substance as defined by the Drug Control Act of the Code of Virginia.

(2) Taking a drink or tendering same. Take a drink of any alcoholic beverage or tender a drink thereof to any other person, whether accepted or not, except as permitted by section 4-78C of the 1950 Code of Virginia, as amended.

(3) Domestic animals. Be responsible for the entry of a dog or other domestic animal into a park or recreation area unless carried, led by a chain, strap or rope, or kept in a wagon, automobile or other vehicle by chain, rope, or strap. Dogs, cats or other domestic animals shall not be permitted to enter any lake, pond, fountain, swimming pool, stream or food and beverage concession area within any park or recreation area. Seeing-eye dogs shall be excluded from the provisions of this regulation.

(4) Fires. Build or attempt to build a fire except in such areas and under such regulations as may be designated by the director. No person shall drop or throw or otherwise scatter lighted matches, burning cigarettes or cigars, tobacco paper or other inflammable material within any park area or on any highway, road or street abutting or contiguous thereto.

(5) Closed areas. Enter an area posted as "Closed to the Public" or "No Trespassing," nor shall any person use or abet the use of any area in violation of posted notices.

(6) Going onto ice. Go onto ice on any of the waters except such areas designated as skating areas and posted as such.

(7) Disorderly conduct and disturbing the peace. Recklessly cause inconvenience, annoyance, or alarm to another by doing any of the following:

- a. Engaging in fighting, in threatening harm to persons or property, or in violent or turbulent behavior;
- b. Making unreasonable noise or offensively coarse utterance, gesture or display, or communicating unwarranted and grossly abusive language to any person;
- c. Insulting, taunting, or challenging another under circumstances in which such conduct is likely to provoke a violent response;
- d. Hindering or preventing the movement of persons on a public street, road or right-of-way, or to, from, within or upon public property, so as to interfere with the rights of others, and by any act which serves no lawful and reasonable purpose of the offender.
- e. Creating a condition which is physically offensive to persons or which presents a risk of physical harm to persons or property, by any act which serves no lawful or reasonable purpose of the offender.

(8) Exhibit permits. Fail to produce and exhibit any permits from the director upon request of any police officer or park attendant who shall request to inspect the same.

(9) Interference with permittees. Disturb or interfere unreasonably with any person or party occupying any area, or participating in any activity, under the authority of a permit.

(Ord. No. 42589-8, § 1, 4-25-89; Ord. No. 62690-8, § 8, 6-26-90)

Sec. 15-11. Park operating policy.

(1) Hours. Parks shall be open to the public every day of the year from 6:00 a.m. to 11:00 p.m., except park facilities with special hours of operation which shall be posted thereon. Special permission from the director is required for any persons to remain in any park area outside regular open hours.

(2) Closed areas. Any section of any part of any park may be declared closed to the public by the director at any time or for any interval of time, either temporarily or at regular and stated intervals and either entirely or merely to certain uses, as the director shall find reasonably necessary.

(3) Permit. A permit shall be obtained from the director before participating in a park activity prohibited by these rules:

(A) Application. A person seeking issuance of a permit hereunder shall file an application with the director. The application shall state: The name and address of the applicant; the name and address of the person, persons, corporation or association sponsoring the activity, if any; the day and hours for which the permit is desired; an estimate of the anticipated attendance; any other information which the director shall find reasonably necessary to a fair determination as to whether a permit should be issued hereunder.

(B) Standards of issuance. The director may issue a permit hereunder when he finds: That the proposed activity or use of the park will not unreasonably interfere or detract from the general public enjoyment of the park; that the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety or recreation; that the proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct; that the proposed activity will not entail unusual, extra-ordinary or burdensome expense or allocation of manpower resources by the Roanoke County Police Department or other operation by the county; that the facilities desired have not been reserved for other use at the day and hour required in the application.

(C) Appeal. Within seven (7) days after receipt of an application, the director shall either issue a permit or apprise an applicant in writing of his reasons for refusing a permit, and any aggrieved person shall have the right to appeal in writing within five (5) days to the assistant county administrator for human services, which shall consider the application under the standards set forth in subsection b. hereof and sustain or overrule the director's decision within fifteen (15) days. The decision of the assistant county administrator shall be final.

(D) Effect of permit. A permittee shall be bound by all park rules and regulations and all applicable ordinances fully as though the same were inserted in said permits.

(E) Liability of permittee. The person or persons to whom a permit is issued shall be liable for any loss, damage or injuries sustained by any person whatsoever, by reason of the negligence of the person or persons to whom such permits shall have been issued.

(F) Revocation. The director shall have the authority to revoke a permit upon finding a violation of any rule or ordinance, or upon good cause shown.

(Ord. No. 42589-8, § 1, 4-25-89; Ord. No. 62690-8, § 8, 6-26-90)

Sec. 15-12. Fines and penalties. Unless a more severe punishment is specifically provided for under state law which shall then be applicable to a violation of this chapter, a violation of any provision of this chapter shall constitute a Class 4 misdemeanor; provided that nothing herein contained shall limit the authority of the court to order restitution for the benefit of the county as a result of any damage or abuse to property subject to this chapter.

